



GORDONSTOUN

Broader experiences, broader minds

ELECTRICIAN

Reports to: Maintenance Team Leader

Job Purpose: The Maintenance team is fundamental to the smooth running of Gordonstoun School, with responsibility for the Maintenance on more than 50 buildings, roads, utilities and a sewage plant. The team spends an operational and capital budget of almost £1m each year and comprises a large group of 10 staff. A major change programme is underway within the team at Gordonstoun, designed to improve the systems to lead to better efficiency and ultimately the right person being in the right place at the right time.

The Electrician is essential to the smooth running of the school and is responsible for all electrical work across the School, including installation, maintenance of existing systems, analysis of systems and recommendations for improvements.

All of this must be done in a way that focusses on student experience and on working collaboratively with colleagues across the School.

Major responsibilities

1. Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
2. Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
3. **Provide a prompt electrical maintenance and repairs service.**
 - a. Ensure that all building/technical regulations are adhered to.
 - b. Ensure that all school electrical equipment is PAT tested.
 - c. Ensure that all school lighting systems are maintained.
 - d. Install and maintain fire alarm, and emergency lighting systems.
 - e. Conduct all other routine maintenance and testing on commercial and domestic electrical systems, and ensure installations are to manufacturer standards.
 - f. Adjust heating times on heating systems as required and install improved heating control systems in collaboration with colleagues across the school to improve student experiences.
4. **Build strong relationships** with colleagues in the maintenance team and across the School, and with external contractors.
 - a. Work in a way that is focussed on the student experience and on empowering and working collaboratively with colleagues across the School to deliver this.

- b. Collaborate with colleagues to ensure that all stakeholders are engaged before a project or piece of work is started and that anyone affected has had an opportunity to be involved.
 - c. To focus on the student experience by causing minimum disruption to colleagues and students, and to respect their property whilst working.
5. **Report, plan and programme work schedules** as necessary in conjunction with Maintenance Team Leader.
 - a. Control the Maintenance Department electrical stock levels.
 - b. Carry out electrical distribution building surveys and update electronic records.
 - c. Analyse electrical needs and make recommendations to the Maintenance Team Leader on how things should change.
 - d. Create project plans and project reports for the work carried out, including checking material requirements in advance of work being commenced and working with the Maintenance Team Leader and Operations Officer to ensure that the best value for money is achieved.
 - e. Keep detailed electronic records of work undertaken
6. Support the rest of the team to carry out other maintenance as and when required as directed by the Maintenance Team Leader.
7. Carry out maintenance on-call duties in evenings and at weekends on a rota basis.
8. Carry out any other task as required from time to time in order to support the school.

Salary and benefits

- A competitive salary is offered depending on skills and experience.
- 6 weeks' paid holiday per annum.
- Pension (auto enrolment into operations' staff pension scheme).
- Lunch provided (when school refectory operating).
- Access to gym / other benefits.

Further information

- This is a full time role, all year round.
- Some evening and weekend work will be required.
- Start date: as soon as possible.
- 6 month probationary period.

Recruitment process

Applicants are invited to complete an application form online from the employment section of the Gordonstoun website www.gordonstoun.org.uk/employment/vacancies.