



GORDONSTOUN

Broader experiences, broader minds

Electrician

Reports to: Maintenance Manager & Head of Facilities

Job Purpose: The Maintenance team is fundamental to the smooth running of Gordonstoun School, with responsibility for the maintenance of 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 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.

Grade: 4N **Working Hours:** 37.5hrs per week

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values
- Carry out any other task as required from time to time in order to support the school.

Major responsibilities of the role:

Provide a prompt electrical maintenance and repairs service:

- Diagnose and repair electrical problems in commercial and domestic electrical systems, including fault-finding, rewiring, and monitoring
- Assess the parts needed for a job and place orders for those parts
- Conduct routine maintenance and testing on commercial and domestic electrical systems, and ensure installations are to manufacturer standards, including fire alarms and security systems
- Rewire faulty electrical systems, such as lighting, heating systems, and alarms
- Ensure good quality workmanship which upholds company standards, complies with building codes, and follows safety requirements
- Work alone to find and present faults and concerns in electrical systems without receiving explicit direction
- Provide exceptional customer service and answer any customer questions

- Install electrical systems to 17th edition wiring regulations, including installing heating and cooling systems
- Provide professional assessments and advice for customers
- Possess working knowledge of Siemens Building Management Systems and Phillips lighting systems
- Possess working knowledge of IEE regulations, City & Guilds 2360 and 2382 qualifications, and inspection and testing certificate (2391)
- Demonstrate familiarity with NICEIC requirements
- Installation of CAT 5 computer points where required
- Fixed electrical testing of systems.

Build strong relationships with colleagues in the maintenance team, across the school and with external contractors:

- 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.
- 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
- To focus on the student experience by causing minimum disruption to colleagues and students, and to respect their property whilst working.

Report, plan and programme work schedules as necessary in conjunction with the Maintenance Manager and Head of Facilities:

- Control the Maintenance Department stock levels
- Carry out electrical distribution building survey and update electronic records
- Analyse electrical needs and make recommendations to the Maintenance Manager on how things should change
- 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 Manager and Head of Facilities to ensure that the best value for money is achieved.
- Keep detailed electronic records of work undertaken
- Support the rest of the team to carry out other maintenance as and when required as directed by the Maintenance Manager and Head of Facilities.
- Carry out maintenance on-call duties in evenings and at weekends on a rota basis.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> • Electrical Apprenticeship. • City and Guilds Level 3 in inspection and testing of electrical and Gas equivalent installations. • City and Guilds BS 7671 1992 requirement for Electrical Installation (IEE) 18th Edition or working towards. • Evidence of continuous professional development. • Completion of a craft apprenticeship with City & Guilds or equivalent. • Relevant building/construction or health and safety certificates or qualifications. 	<ul style="list-style-type: none"> • Health and Safety qualification/certification. • Project management qualification • Manual handling/working at height 	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> • Excellent understanding of electrical maintenance and repair. • Excellent understanding and working knowledge of technical specifications required for electrical maintenance and repair. • Excellent understanding and working knowledge of health and safety standards for electrical maintenance and repair. • Understanding of and commitment to education. • Excellent understanding and working knowledge of health and safety standards for heating systems, plant, equipment, fuel tanks, pipelines, valves, pumps, control gear, meters and associated equipment maintenance and repair. 	<ul style="list-style-type: none"> • A working knowledge of the independent education sector 	Application form Interview Tasks
Skills and Experience	<ul style="list-style-type: none"> • Experience of electrical maintenance and repair. • Experience of technical specifications required for electrical maintenance and repair. 	<ul style="list-style-type: none"> • Experience of process improvement. 	Application form References Interview Task

	<ul style="list-style-type: none"> • Experience of health and safety standards for electrical maintenance and repair. • Experience of craft work. • Experience of working in a historic environment and with historic plant and equipment. • Proficiency in MS Excel, Word and planned preventative maintenance systems. • Excellent communication and interpersonal skills. • Experience of heating systems, plant, equipment, fuel tanks, pipelines, valves, pumps, control gear, meters and associated equipment. • Experience of technical specifications required for heating systems, plant, equipment, control gear, meters and associated equipment maintenance and repair. • Experience of health and safety standards for heating systems, plant, equipment, fuel tanks, pipelines, valves, pumps, control gear, meters and associated equipment maintenance and repair. 	<ul style="list-style-type: none"> • Experience of managing projects and influencing beyond your authority to deliver results. • Experience of working in education, the civil service or a charity environment. 	
Personal skills and qualities	<ul style="list-style-type: none"> • Be multi skilled and have a flexible approach to various demands • Ability to prioritise work load accordingly • Ability to encourage and support collaborative working between colleagues • Excellent organisational skills and a commitment to tidiness and excellent record-keeping. 		Interview Task References
Child Protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> • Experience of working with children and young people 	References

Gordonstoun is an equal opportunities employer and considers all requests for flexible working.