



# Job Description and Person Specification

<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Job Title:</b>	Site Electrician (with on-site Accommodation)
<b>Summary of the role:</b>	General electrical duties, and management of statutory testing and inspection regimes.
<b>Line management responsibility for</b>	None
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"><li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li><li>• To carry out remedial electrical work, reactive maintenance, and small-scale electrical installation work across the school campus.</li><li>• To manage the implementation of Portable Appliance Testing, Periodic Fixed Wiring Inspections, Emergency Lighting test schedules and to maintain accurate records.</li><li>• To contribute to the upkeep, testing and maintenance of the School's fire alarm systems.</li><li>• To manage the ordering and purchasing of electrical consumables and stock necessary to maintain a small electrical stockroom.</li><li>• To collaborate with the Maintenance Supervisor in appointing and supervising work undertaken by electrical contractors</li><li>• To contribute positively and flexibly to general maintenance tasks, as required by the Maintenance Supervisor.</li><li>• To undertake a share of on-call weekend duties (22 weekend duties).</li><li>• To contribute to the support of the School in the event of an emergency out of hours.</li></ul>

**You may also be required to undertake such other comparable duties as the Head requires from time to time.**



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Level 3 C&amp;G 2382-22</li> <li>• C&amp;G 2394/5 Inspection and Test</li> <li>• 18 Edition + A2:2022 Wiring Regulations</li> <li>• Time-served apprenticeship with relevant City and Guilds Level 3 qualification.</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Other professional or trade qualifications</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>



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<b>Experience</b>	<i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i> <ul style="list-style-type: none"><li>• Single Phase and Three Phase installations</li></ul>	<i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i> <ul style="list-style-type: none"><li>• Work experience demonstrating a range of</li></ul>	Contents of the application form  Interview  Professional references
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	<ul style="list-style-type: none"> <li>• Electrical contracting work</li> <li>• Electrical testing and inspection</li> <li>• Compliance</li> <li>• Servicing/maintenance contracting</li> <li>• Diagnostic, fault-finding and remedial work</li> <li>• Heating systems and controls.</li> </ul>	<p>applications.</p> <ul style="list-style-type: none"> <li>• IT and record-keeping skills</li> <li>• Fire systems</li> </ul>	
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Well organised</li> <li>• Good Communication skills</li> <li>• Good time-management</li> <li>• Should display initiative, but be able to work collectively with others.</li> <li>• Experience of Working at Height, IPAF</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Collaborative</li> <li>• Team-player</li> <li>• The ability to manage a large workload.</li> <li>• </li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<b>Personal competencies and qualities</b>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• Enthusiasm</li> <li>• Flexibility</li> <li>• Positive outlook</li> <li>• Amenable, friendly manner</li> <li>• Problem solver</li> <li>• Physically agile and dextrous</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Enthusiasm</li> <li>• Flexibility</li> <li>• Positive outlook</li> <li>• Amenable, friendly manner</li> <li>• Problem solver</li> <li>• Physically agile and dextrous</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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