



Job Description

Electrician/Maintenance Assistant

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed annually as part of the Performance Review Process.

Working Hours: 37½ hours per week, Monday to Friday 8am – 4.30pm (1 hour unpaid lunch break)

Responsible to: The Bursar through the Estate Manager

Summary of the Role:

To provide efficient and effective support to the School as directed by the Estates Manager or via Service Desk.

Main Duties and responsibilities

1. Analyse ACAD schematics and drawings of electrical systems for the purpose of determining the safe operation and efficiency of the installation/facility.
2. Co-ordinate with the Estates Manager and/or other trades for the purpose of completing projects and work orders efficiently.
3. Diagnose causes of electrical problems or failures and safely effect system repair through system isolation (LOTO) or under an Electrical Permit to Work.
4. Inspect electrical system components to evaluate their condition, identify necessary repairs, action and recommend preventative maintenance.
5. Install electrical system components in line with current IEE Regulations and industry best practice.
6. Undertake PAT Testing across the Estate as required and record findings.
7. Monitor the electrical work of outside contractors for the purpose of ensuring that projects are satisfactorily completed and meet IEE Regulations.
8. Comply with Health and Safety and Fire Regulations.
9. Participate in meetings, workshops, training and seminars as assigned for the purpose of conveying and/or gathering information to perform job functions.
10. Prepare written materials (e.g. repair status, activity logs etc.) for the purpose of documenting activities and/or conveying information.
11. Repair electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, intercom systems, BMS etc.) for the purpose of ensuring a safe working condition.
12. Request equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete necessary installations and/or repairs.
13. Respond to emergency situations during and after hours for the purpose of resolving immediate safety concerns.



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14. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
15. Review electrical installations periodically to ascertain system effectiveness and energy efficiency.
16. Driving.
17. Checking and marshalling of vehicles on special occasions.
18. Security, including locking and unlocking of such areas and at such times as are required.
19. Preparation of rooms and areas for events.
20. Porterage and furniture moving.
21. Mail and parcel distribution.
22. Tidying the estate.
23. Be part of a Rota for On-call Engineer.
24. Carry out such duties as specified by the Bursar or Estate Manager.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



Person Specification Electrician/Maintenance Assistant

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none">• Level 3 technical and vocational qualification or level 3 diploma• 17th or 18th edition certificate for electrical installation• Full Driving Licence	<ul style="list-style-type: none">• Minimum 2 GCSEs, Grade C or equivalent• HNC or Degree in electrical engineering• City and Guilds 2391, 2934 and 2395 qualification• EAL Inspection and Testing and Initial Verification
Experience	
<ul style="list-style-type: none">• At least 3 years' experience within the electrical industry• PAT testing	<ul style="list-style-type: none">• 3/4 Year Apprenticeship
Skills	
<ul style="list-style-type: none">• Fully conversant with BS 7671• Awareness/Understanding of Electrical Hazardous areas and use of Electrical Permit to Work systems• Good Interpersonal skills• Ability to work independently and as part of a team• Ability to work accurately with attention to detail	
Personal Attributes	
<ul style="list-style-type: none">• Calm under pressure• Takes pride in their work• Polite and respectful	
Other Factors	
<ul style="list-style-type: none">• Flexible approach• Willingness to undertake additional training (on occasion outside normal working hours)	