



Electrician (Qualified): Operations

LOCATION

Westonbirt School

RESPONSIBLE TO

Maintenance Manager and Estates Manager

OVERVIEW

The Electrician (Qualified): Operations is responsible for the efficient and effective planning, scheduling, coordination and supervision of electrical works and electrical compliance across the school estate, ensuring electrical systems are maintained, with remedial and emergency work completed.

To this end, this will require working collaboratively with the Maintenance Manager, Estates Manager, the existing site electrician, departmental and group colleagues, as well as liaison with other school and group staff where necessary. It is essential that the post-holder has a good working knowledge of buildings maintenance and specialist knowledge of electrical work, preferably within the context of a historic building.

The purpose of the role is to carry-through the Maintenance Department remit to keep all systems operating smoothly, developing and improving where necessary, so as to support delivery of a high standard of education and accommodation at a leading independent school.

KEY DUTIES & RESPONSIBILITIES

- Being a first point of call for electrical advice for both commercial and domestic installations
- Working with the Maintenance Manager, Estates Manager and existing site electrician to prioritise and schedule electrical maintenance jobs so as to ensure that both strategic and operational works are complete. Undertake weekly meetings with the Maintenance Manager and colleagues to discuss ongoing works and issues
- Work with Group Estates Manager on electrical elements relating to strategic network development, projects and Master Plan. Co-ordinate with Estates Team Lead, Head of Estates and existing electrician to ensure all stakeholders are aware of planned works and schedules
- As required, responding to helpdesk requests in a prompt and efficient manner - these will range from generally minor running repairs through to emergency electrical fixes and replacement of electrical systems / sections
- Troubleshoot on technical breakdowns of plant and equipment
- Carrying out Planned Preventative Maintenance programme and routine systems checks
- Monitoring and scheduling PAT testing
- Ensure that energy efficiency is considered with all electrical installations
- Working at height to undertake repair, or to install new electrical systems
- Working with Compliance Officer and Maintenance Manager on the setting up and maintaining emergency lighting services
- Working with the Compliance Officer and Maintenance Manager to undertake testing and inspection, maintain records and complete remedial works for:
 - Fixed wiring - installation testing

- Emergency lighting - routing operational tests, discharge tests
- Supervise / oversee works carried out by service contract engineers and external contractors
- Responsible for the supervision, continued development and site experience of the Electrical Apprentice
- Assist the Estates Team Lead in the maintenance of adequate spares and materials
- Undertake stock takes when required
- Ensuring that any works are undertaken to a suitable standard and in a professional manner
- Undertaking any additional training as may be required by the school and to keep existing qualifications valid and updated
- To respond to occasional “out of hours” call outs supported by the on-site staff and Estates Manager
- The post holder may be required to undertake and assist the whole facilities and estates team in maintenance activity unconnected to electrical work

EXPECTATIONS

- Uphold and actively promote the ethos of Westonbirt School and Wishford Schools Group
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Westonbirt School and Wishford Schools Group
- Be polite, professional and friendly at all times with pupils and colleagues
- Be able work as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others. Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required
- Be flexible, reliable, punctual and trustworthy
- Observe health and safety procedures at all times

ESSENTIAL QUALIFICATIONS, EXPERIENCE AND SKILLS

- Good working knowledge of electrical system installation
- Relevant and up to date PAT qualification (desirable)
- City & Guilds 2391 - Inspection and Testing (or equivalent)
- BS7671 18th Edition
- Significant experience working and supervising in a buildings maintenance role, preferably within the context of a historic structure
- Good all-round maintenance knowledge and skills
- Experience in delivering small and medium works projects
- Accredited “Health and Safety” qualification or equivalent experience (desirable)
- A proactive, can-do approach
- Good planning and organisational skills
- Good communication skills (both verbal and written)
- Good problem-solving skills and ability to use initiative
- Customer-focused with the ability to communicate with people at all levels in the organisation
- Ability to prioritise work and to balance competing needs
- IT Literate (Word, Excel and Outlook)
- Able to recognize hazardous situations / materials and to respond accordingly
- Experience with a variety of domestic and commercial electrical installations
- Good working knowledge of electrical systems and their maintenance
- Ability to work with minimum supervision
- Current knowledge of the latest Health and Safety developments
- Full and clean driving licence
- Confidence in processing paperwork and ordering parts via suppliers
- Familiarity with the requirements of budget control
- Ability to work calmly under pressure

TERMS

- Full time, 5 days over 7 with 30 minutes ‘own time’ lunch every weekday; 39 paid hours per week, however flexibility will be required.
- Salary is dependant on qualifications and experience.