



DEAN CLOSE FOUNDATION

Post:	Electrician
Line Manager:	Operations Bursar via Operations Manager
Hours of Work:	40 hours per week, 52 weeks per year
Salary:	£30k
Start date:	ASAP (as soon as satisfactory checks are received)
Location	Dean Close Foundation

The Role

Reporting to the Dean Close Operations Bursar via the Dean Close Foundation Operations Manager, the Electrician will be responsible for the daily delivery of planned and reactive electrical maintenance tasks, as well as new installations, across all DCF sites.

The role is primarily based at Dean Close School in Cheltenham but includes regular visits to the satellite sites. The role requires independent and collegiate working in order to develop, plan, organise and provide the following: fully serviceable fixed wiring and emergency lighting in all buildings which are subjected to mandatory fixed wiring tests; Portable Appliance Testing (PAT), unless this is outsourced; a safe working environment; engaging with the Operations Manager to manage both reactive and planned maintenance tasks; maintenance of the equipment necessary to deliver these services.

A thorough knowledge of electrical installations, repairs, maintenance, electrical equipment maintenance, coupled with computer literacy, strong planning, organisational and communication skills are essential. The role requires a good knowledge of Health and Safety legislation to ensure that all work is conducted within this framework and with appropriate risk assessments in place.

It is essential to recognise that providing the best possible educational environment in line with the ethos of the Dean Close Foundation is at the heart of this role. A flexible, diplomatic approach when liaising with academic and residential staff is important, for example by giving adequate notice when requesting access to public and private space.

This role is subject to DBS clearance and adherence to the school safeguarding and other policies.

Duties

Duties include but are not limited to:

- Take responsibility for electrical infrastructures throughout the DCS Foundation.
- Plan, coordinate and supervise any electrical works be it in house or contractor related.

- Assist with the planning, coordinating and supervising of other trades work be it in house or contractor related.
- Provide workers and contractors with assistance in performing duties as necessary.
- Interpret plans and drawings.
- Create and implement the PPM and RM Schedules.
- Assess jobs, obtain quotes for materials in a timely fashion.
- Schedule and initiate the PAT programme.
- Schedule the fixed wire testing program and liaise with contractors and staff for delivery of the schedule.
- Attend and respond to repairs and problems in a prompt and efficient manner.
- Carry out any requested general task as part of the Estates team.
- Participate in the on call rota as directed by the Operations Manager.
- Participate in performance appraisal reports as required.
- Participate in continuous professional development, attending training courses as necessary in support of the role as agreed annually at appraisal.
- Participate in apprenticeship schemes as directed.
- Be fully knowledgeable of the Health and Safety regulations in the area of responsibility. Promote safe working practices at all times.
- Conduct basic risk assessments, develop contingency plans and respond to emergencies.
- Report risks immediately to the Operations Manager.
- Ensure that all tasks are carried out while wearing uniform and the correct PPE.
- Adhere to the policies on drug and alcohol use and notify employer of any regular medication and medical conditions which may affect work.
- Any other duties which fall within the spirit of this job description, whether within the Estates department or within the wider campus, and as directed by the Operations Manager or Operation Bursar

Person Specification

- Holds a City & Guilds 226 Parts 1+2 (or NVQ equivalent) Electrical Qualification, City and Guilds 2391 Test and Inspection with a minimum 5 years' trade experience from a commercial and domestic environment.
- Ability to carry out PAT tasks including checking work of outsourced contractors.
- Experience in fault finding and rectification.
- Team player with a co-operative, flexible and good humoured attitude.
- Experience in testing, repairing and installing emergency lighting systems.
- Experience in installing and maintaining standalone intruder alarm systems.
- Able to work in a clean and tidy manner.
- Owns a full set of hand tools (all power tools and safety equipment will be provided by the School, but maintained by the user).
- Willing to assist other trades across the department when required.
- Good planning, budgetary and organisational skills.
- Proficient computer skills to use Microsoft word or portable tablet.
- Strong inter-personal skills for communicating with academic staff, contractors, support staff and departmental personnel.

- Ability to work inside and outside in any conditions, maintaining a professional approach.
- Be loyal to the Foundation, honest, trustworthy and reliable; enthusiastic, highly motivated and well-organised; proactive with a helpful and flexible approach.
- Sufficient physical fitness and dexterity to cope with strenuous work, work at height and in confined spaces.
- Be security conscious at all times.
- Willingness to engage in professional development.

Terms and Conditions

- Salary depending on experience
- The post is full time 40 hours per week
- Hours of work will normally be: 08:00 – 16:30hrs Mon- Fri with flexibility required for additional hours when events dictate (on all sites).
- Holidays are to be taken in agreement with the Operations Manager. Bank Holidays may be taken, except where they fall within term-time, in which case these are normal working days with a day off taken in-lieu.
- A free school lunch is available during term time
- Members of staff can use the sports facilities (at staff allocated times).
- After the statutory probationary period, staff can join the Dean Close Staff Pension Scheme.

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Dean Close Foundation reserves the right to update this Job Specification at any time.

How to Apply

Please use TES Quick Apply. Any queries regarding the role should be submitted to recruitment@deanclose.org.uk

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening



appropriate to the post, including checks with past employers and the Disclosure and Barring Service.