

## ELECTRICIAN – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b>	Electrician
<b>Reports to:</b>	Works Manager
<b>Department:</b>	Works
<b>Hours per week:</b>	39 hours per week
<b>Contract Type:</b>	Permanent
<b>Probationary Period:</b>	6 months (but may be extended dependant on performance)

### Key working relationships:

Domestic Bursar  
Works and Estates Team

### Job Summary

To be responsible for the College's electrical systems, support in day to day operational and general needs.

### Key responsibilities:

#### Electrician

- Routinely inspecting electrical systems such as wiring, fixtures, and appliances
- Maintain, repair and replacement of electrical equipment including but not limited to lighting, power, heating, ventilation, control of boiler, replacement lamps/LEDs, sports lighting, carpark lighting/chargers
- Test and recording of emergency lighting
- Ensure compliance with relevant regulations and College safety procedures
- Understanding and following Health and Safety at Work regulations, management systems, relevant guidelines, regulations and regulatory codes
- Respond to emergencies/ urgent /routine reactive work on site
- Diagnose electrical faults and complete repairs efficiently

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- Installing new electrical appliances in the building and repair existing appliance if needed
- Support improvement and upgrade projects within College buildings
- Carry out meter readings across site as required

## Other Responsibilities

- Assist tradespeople and Estates/Works Team staff with day-to-day maintenance tasks
- Carry out manual labouring tasks such as lifting, moving, carrying, digging and loading/unloading materials
- Support minor repairs such as basic painting, patch repairs, minor carpentry and simple fixes under supervision
- Assist with room and furniture setup for school events, exams, meetings and assemblies
- Support seasonal duties such as gritting, snow clearance, leaf clearance and basic grounds work
- Work in accordance with school health and safety procedures and report hazards promptly

## Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

## Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## Equal Opportunities

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The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*