



ruskinmill sunfield

JOB DESCRIPTION

JOB TITLE:	Electrician
DEPARTMENT:	Business Support/ Property Services
RESPONSIBLE TO:	Health and Safety Manager
SALARY/ GRADE:	£24,555 - £26,577 (Grade 8) (Dependent on qualifications and experience)
HOURS:	40 Hours per week (excluding a 30 minute unpaid break)/ 52 Weeks per year

ETHOS

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

LIASON

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

JOB PURPOSE

- The Electrician will be responsible for the day-to-day maintenance, repair and alterations of all electrical systems at Sunfield Children's Home and other schools, colleges and provisions within Ruskin Mill Trust Limited.

STATEMENT OF RESPONSIBILITIES

- Diagnose and repair electrical problems in electrical systems (i.e. small power (LV) circuits, lighting circuits, security systems, fire alarm systems and wiring associated with mechanical systems), including fault-finding, rewiring, and monitoring.
- Conduct routine maintenance and testing on electrical systems, and ensure installations are to manufacturer standards and comply with current best practice and NICEIC standards.
- Install electrical systems to 17th edition wiring regulations.
- Rewire faulty electrical systems, such as fixed wiring, lighting and alarm systems.

- Carry out portable appliance testing (PAT) in accordance with company policy and current regulations.
- Update and maintain service records.
- Ensure good quality workmanship, which upholds company standards and complies with building codes and regulations, and follows safety requirements.
- Maintain safe working practices and operate safe systems of work, as directed by the Maintenance Coordinator.
- Work alone to find and present faults and concerns in electrical systems without receiving explicit direction.
- Provide professional assessments and advice on technical matters to the Maintenance Coordinator, as necessary.
- Provide an out of hour's emergency call out response.
- Working closely with, and assisting other members of the Property Services team to carry out additional non-electrical duties, as and when required.
- Carry out electrical jobs at other schools, colleges and provisions within Ruskin Mill Trust Limited, as and when required.
- Ensure that required qualifications are up to date and remain valid.

SAFEGUARDING

- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2018)' and '*What to do if you are worried a child is being abused—advice for practitioners*' on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Childrens Home ethos and culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

PERSON SPECIFICATION

Electrician

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • City & Guilds 236 Part 1 & 2 – Electrical Installation. • City & Guilds 2382 (17th Edition). • PAT Course. • Full, clean driving licence. • Evidence of commitment to own continuous professional development. 	<ul style="list-style-type: none"> • Working at heights and general health and safety training.
Experience/ Knowledge	
<ul style="list-style-type: none"> • Experience of carrying out a wide range of electrical work and repairs, including; <ul style="list-style-type: none"> ○ LV electrical systems, security, fire and intruder alarms. ○ BS5266 Emergency Lighting Testing. ○ Testing and fault diagnosis of fire systems and, where possible repair of such faults. ○ 3 phase circuits. ○ Plant rooms. 	<ul style="list-style-type: none"> • Up to date knowledge of health and safety legislation. • An understanding of the importance of Child Protection regulations in a similar environment.
Skills and Abilities	
<ul style="list-style-type: none"> • Ability to undertake all work to a competent recognised standard, with minimal risk to the health and safety of all those it may affect. • Excellent attention to detail. • Ability to manage and schedule workloads according to priority. • Ability to work effectively under pressure. • Ability to establish and maintain good professional relationships with students, parents/ carers and colleagues. • Capacity to work independently and in an organised manner. • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). 	
Other	
<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • Equality of opportunity • Promoting Sunfield Children’s Home vision and ethos • High quality, stimulating learning environment • Relating positively to and showing respect for all members Sunfield and its wider community • Ongoing relevant professional self-development • Safeguarding and child protection 	