

Electrician
Job Description
Grade: Management grade 8

Introduction:

Ascendancy Partnership Trust (APT) is a newly formed multi-academy trust (MAT) with deep community roots across the Berkshire area, composed of three all-through SEND schools specialising in learning difficulties.

Our mission is to provide the best possible education for children and young people with additional and complex needs in both special and mainstream schools. Our estate spans multiple sites across the Trust, each tailored to support the needs of children and young people with SEND.

Purpose:

Under the direction of the Director of Estates, provide electrical maintenance, inspection, and installation support across all Trust schools, ensuring that all electrical systems are safe, compliant, and maintained to a high standard.

It is anticipated to be based at one location per day, with a requirement to attend to any emergency call outs at other sites.

Summary of the main duties and responsibilities:

General:

- Responsible for the installation of electrical systems, and their maintenance, servicing and repair, across the Trusts school buildings, ensuring work is completed to high standards.
- Diagnose faults and problems in electrical appliances and systems and identify the most effective solutions, ensuring timely and high-quality completion of tasks.
- Undertake fault finding on circuits and electrical testing and undertake repairs.
- Responsible for all emergency lighting testing and remedial works.
- Plan and carry out minor wiring works.
- Complete periodic PAT testing.
- Undertake making good tasks that may be outside of the post holders core trade.
- Complete remedials identified during periodic inspection reports (EICRs).
- Support the Director of Estates with electrical compliance monitoring within *I am Compliant* (The Trusts CAFM system).
- Provide technical advice and support for capital projects and contractors.
- Maintain accurate certification and asset records, including electrical testing certificates, ensuring all electrical work complies with electrical codes and regulations.

- Understand and update schematics and technical drawings.
- Ensure all works are completed to a high standard.
- There will be requirements to work in confined areas and safely manage exposure to potential hazards.
- Complete risk assessments and method statements for your own work activities.
- Ensure vehicles, plant, tools and premises are regularly maintained.
- Ensure efficient use of stock and materials, reducing waste wherever possible.

Working with others:

- Working alongside school site team members.
- Organising contractor works and undertaking snagging works as necessary in relation to the post holders core trade.

Professional:

- To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate.
- Attend regular in-service training as directed by the Ascendancy Partnership Trust such as child protection, sexual harassment and fire safety.
- Attend regular progress meetings with the Director of Estates.
- Undertake any other reasonable duties as requested by the Director of Estates.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • NVQ Level 3 in Electrical Installation (or equivalent). • City & Guilds 2382-22 (18th Edition Wiring Regulations). • City & Guilds 2391-52 Inspection and Testing. • ECS Gold Card and valid Health & Safety training. • Asbestos Awareness (Trust will provide if not held) 	<ul style="list-style-type: none"> • Portable Appliance Testing (C&G 2377). • First Aid at Work. • NICEIC or NAPIT registration experience.
Knowledge, Skills & Understanding	<ul style="list-style-type: none"> • Fully conversant with the current IET Wiring Regulations • A minimum of 2 years electrical experience working in a commercial environment. • Sound knowledge of all electrical and associated works within the field of building maintenance. • Ability to understand and interpret work instructions, drawings and schematic diagrams. • Ability and willingness to maintain professional qualifications. • Ability to understand and interpret work instructions, drawings and schematic diagrams • Ability to trace, diagnose and rectify faults • Ability to carry out duties independently and as part of a team • Ability to use appropriate test and measuring equipment 	<ul style="list-style-type: none"> • Experience of working in an SEN school • Confident in using compliance and helpdesk platforms (e.g. I am Compliant, Parago, CAFM tools)

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| | <ul style="list-style-type: none">• Must possess a valid Full Driving Licence• Must be prepared to work at heights using ladders, scaffolding and work in confined spaces and in a variety of work conditions• Must be able to establish and maintain good customer relationships• Must be prepared to undertake additional training associated with the specific requirements of the trade as and when required.• Understanding of statutory compliance requirements in school environments (e.g. fire safety, legionella)• Ability to accurately maintain and manage digital compliance records and schedules• Excellent written communication skills for audit trails, reports, and stakeholder updates• Strong interpersonal skills to liaise with site teams, contractors, and senior leaders• Adaptable and proactive, with a commitment to continuous improvement and safeguarding standards | |
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