



Job Description & Person Specification

Job Title:	Electrician/Multi Skilled Tradesman
Location:	All schools within ACES Academies Trust
Reports to:	Site Manager

Purpose

- Providing repairs, planned refurbishments and compliance services to several schools in the Trust.

Main Responsibilities

- To work individually or as part of a team undertaking high quality electrical repairs, testing and/or installation works and other trade skills.
- To comply with BS7671 standards and company standards of work performance, ensuring implementation and compliance within electrical policies and procedures.
- Ensure implementation and compliance with Trust health and safety policies and procedures.
- To undertake a continual programme of risk assessments in relation to your role.
- Attend training as and when required to continue your development in the role and comply with changes within the electrical industry.
- Utilise both electronic and paper-based systems to accurately record electrical documentation including the use of labour and materials against each job.
- To demonstrate a positive, diverse, and inclusive attitude to both internal and external customers and colleagues.
- To mentor apprentices as and when required.
- The post holder may be required to perform duties, appropriate to the post, other than those given in the job specification.
- You will be expected to carry out electrical condition reporting, repairs, and installations to the highest of standards.
- Liaise with staff, clients, and members of our supply chain.
- Maintain van stocks and provide information enabling the improvements of first-time fixes for the area you work within.
- Informing your manager on job progress and should these not be achievable, advise manager immediately.
- Raising awareness, communicate any improvements you see creating efficiencies.
- Undertake works in line with ACES H&S process and procedures.



Other Responsibilities	
Take responsibility in the operational management of the school	
<ul style="list-style-type: none">• To always promote and ensure the health and safety of all site users.• Be aware of and comply with policies and procedures relating to child protection, health and safety, security, and confidentiality, reporting all concerns to the appropriate person	
Appraisal or review of performance	
<ul style="list-style-type: none">• To participate in the current arrangements made for the appraisal or review of your performance.• To keep your working practices and methods under review.• To continue professional development.	
Other	
<ul style="list-style-type: none">• To support the furtherance of the Trust's mission statement.• To promote student and staff participation.• To share responsibility with others for specific aspects of the school environments.• To inspire excellence, fulfil potential and develop character.• To act as a role model in high quality teaching and learning.	

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Electrician/Multi Skilled Tradesman)

Signed..... (Site Manager)

Date.....



ACES Academies Trust Person Specification: Electrician/Multi Skilled Tradesman

Criteria	Desirability
QUALIFICATIONS/KNOWLEDGE	
Knowledge of the main requirements of Health and Safety legislation and good practice relevant to the post	Essential
Knowledge of moving and handling procedures	Essential
Full UK Driving Licence valid for at least 12 months	Essential
NVQ Level 3 Qualification in electrical installation work e.g. C&G 2330, 2360,2357, 2365- Inspection and Testing qualification e.g. C&G 2391, 2394 + 2395	Essential
Knowledge of 17th Edition - BS7671 (Amendment 3 2015) and 18th Edition - BS7671 (from January 2019)	Essential
Relevant H&S qualification or certificate (e.g. IOSH or NEBOSH)	Desirable
City and Guilds or NVQ in a relevant field i.e. plumbing, carpentry etc.	Desirable
EXPERIENCE	
Working at Heights	Essential
Manual Handling	Essential
Ability to work both as part of a team or individually as required	Essential
Ability to perform physical tasks including lifting, carrying, and pushing various equipment to undertake the duties of the post	Essential
Basic ICT skills and the ability to carry out basic administrative tasks	Essential
Ability to work under pressure and meet deadlines	Essential
Ability to interpret and adhere to working within the boundaries of legislation, policy and guidance within the school environment	Essential
Ability to work pro-actively and identify ways to support the smooth running of the school	Essential
Ability to manage own time effectively and demonstrate initiative including establishing priorities within workload	Essential
Ability to be systematic in the way that tasks are undertaken	Essential
PROFESSIONAL COMPETENCE	
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Completing the task correctly first time, by ensuring access, materials, timescales are both achievable and deliverable	Essential
Manage Maintenance software system as trained	Essential
Be honest and helpful to the needs of others	Essential
Always carry out you tasks as efficiently as possible, and to the highest standards	Essential

ACES Academies Trust is committed to promoting and safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.



Carry out tasks as per instructions / training provided	Essential
Ability to form sound relationships with colleagues and the wider school community	Essential
Ability to deal with difficult situations in an objective and professional manner	Essential
Display a conscientious and logical approach to the variety of tasks necessary to the smooth running of the school	Essential
High degree of discretion in dealing with confidential information	Essential
Be flexible and adaptable, responding to changing requirements	Essential
High level of integrity	Essential
Considerate working manner, operating thoughtfully of site users and the environment	Essential
The ability to relate easily and communicate with a wide range of people	Essential