



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	<ul style="list-style-type: none"> Electrician
CONDITIONS OF ROLE	<ul style="list-style-type: none"> Start Date: August 2025 Contract Type: Permanent Hours of Work: The hours of work will be Monday to Thursday from 7:00am to 3:30pm, and 7:00am to 2:30pm on Friday, with 30 minutes (unpaid) for lunch. A paid working week of 39 hours. Salary: the salary range for this post is £33,021 to £36,576 per annum and is dependent on skills and experience Holiday Entitlement: Entitlement is to 25 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.

ROLE DETAILS	
PURPOSE OF THE ROLE	<ul style="list-style-type: none"> The Electrician will act as the subject matter expert for all Electrical services at the School. The Electrician will undertake routine maintenance and repair duties including, renovations, projects and compliance checks across the range of building services primarily to the electrical systems, including maintenance, testing, and adaptations to the existing electrical systems and new installations across the school sites.
ACCOUNTABILITY	<ul style="list-style-type: none"> The Electrician is accountable to the Maintenance Manager.
AUTHORITY	<ul style="list-style-type: none"> The Electrician has authority as delegated by the Head of Estates and Facilities.
RELATIONSHIPS	<ul style="list-style-type: none"> The Electrician will work closely with other trades within the school as well as colleagues and senior managers across the school and both internal and external stakeholders.

DUTIES AND KEY RESPONSIBILITIES	<ol style="list-style-type: none"> Electrical Maintenance <ul style="list-style-type: none"> Maintain the safe condition and good repair of electrical plant and systems, carrying out regular inspections and updating the CIVICA/CAFM system. Upgrading/adaption and maintenance of existing electrical circuitry. Carrying out new electrical installations. Compliance <ul style="list-style-type: none"> Maintaining documentation of electrical works and facilitate plans or designs as required. Ensuring school electrical systems conforms to all regulatory compliance and keeping all records for inspection by HSE and all other regulatory bodies
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	<p>to ensure compliance. Maintenance of emergency lighting testing, repair and recording on the CIVICA system. Support Maintenance Technician in their duties for EET and Emergency light testing.</p> <p>3. Administration</p> <ul style="list-style-type: none"> • Maintain the upkeep and processing of the online CIVICA maintenance and compliance system as per your allocated areas. • To provide work material order lists and costings for repairs and small projects. <p>4. Health and Safety:</p> <ul style="list-style-type: none"> • Support Compliance and Facilities Manager to ensure we are following current and emergent health and safety legislation as regards to electrical systems and plant on all sites. • Assist the Facilities Manager in compiling and updating risk assessments for areas of Electrical works and tasks. <p>5. Contractors</p> <ul style="list-style-type: none"> • Assist and be the point of contact for contractors carrying out works to the Schools' electrical systems and when they carry out the 5-year fixed wiring testing. <p>6. Additional Duties</p> <ul style="list-style-type: none"> • Any other duties as defined by the Maintenance Manager
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> - To have served a recognised electrical apprenticeship in the UK - Good knowledge and experience of working on HVAC systems - Demonstratable understanding of BMS systems. - Knowledge of electrical/mechanical installations including 3 phase power systems. - Thorough knowledge of electrical safe working practices including permit to work systems. 	<ul style="list-style-type: none"> - Experience of working with listed buildings - Experience of working in a building services environment. - Good knowledge and experience of Building Management Systems. - Experience of fault finding on complex electrical systems. - Experience of working in areas at heights, in confined plant rooms and areas where access is restricted, and work indoors or out at any time of year
Education/Qualifications	<ul style="list-style-type: none"> - Full UK driving license - 18th Edition IET Wiring Regulations. 	<ul style="list-style-type: none"> - PASMA or willingness to undertake. - IOSH Certificate - PAT Testing Certificate

	<ul style="list-style-type: none"> - City & Guilds 2391 Inspection & Testing 	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> - Good analytical and diagnostic skills and the ability to provide practical solutions to rectify faults - Able to work alongside with other trades. - Ability to read technical drawings - Excellent organisational and good time management skills. - Competent IT skills - Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items. 	
Personal Attributes	<ul style="list-style-type: none"> - Independent, self-motivated and organised; with an ability to work as part of a team. - Discretion, courtesy, honesty and integrity - Reliable, punctual and hard working - Friendly, presentable and highly professional approach to students, parents, staff, and members of the public - Use of initiative and a proactive attitude - Demonstrate a flexible approach. - Demonstrate a clear commitment to develop and learn in the role. 	

The closing date for this role is Wednesday 23 July at 12 noon. We anticipate interviews will be held shortly after.