



# THE PERSE

## SCHOOL

CAMBRIDGE

## MAINTENANCE TEAM

## ELECTRICIAN





The Perse comprises three schools: the Upper, Prep and Pelican, and operates across five sites in and around Cambridge, including the Porson Road and Abington playing fields. The School has some 1,710 pupils on roll and employs approximately 500 staff.

In addition to the day to day operation of the schools the Perse oversees a busy programme of events, holiday camps, community outreach activities and commercial projects including the hire of its facilities to third parties. Continuous improvement and development are at the heart of the School's approach. The safety of pupils, staff and visitors to the site is paramount.

The Perse School's Maintenance Team is based at the Upper School site on Hills Road, Cambridge. It consists of 5 team members including this appointment with various building/construction related skills and experience.

The Estates Team ensure that the School sites provide a safe, attractive and well maintained environment for pupils, staff and visitors, by ensuring that all planned and reactive building maintenance is carried out in a timely manner and to agreed standards.

Whilst this work will generally take place at the Upper School, there will be a need to undertake maintenance tasks at the Prep School on Trumpington Road, the Pelican School on Glebe Road and the Playing Fields at Abington. The School also owns residential properties, where from time to time, maintenance will need to be carried out.

For larger projects, the School employs specialist contractors.

## Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## JOB DESCRIPTION

### Responsibility

As a member of the support staff, the employee's ultimate line manager will be the Bursar, although day to day responsibility will be to the Director of Estates via the Maintenance Manager.

### Job Purpose

This post is designed to support the smooth and efficient running of the Estates department. The post holder will be expected to undertake certain electrical related compliance checks, day-to-day maintenance and small project tasks.







## Key Responsibilities

The primary responsibility of this position is to undertake varied day-to-day maintenance tasks, installations and small projects. This includes, but is not limited to:

- Undertake electrical repairs, replacements and installations under the correct certification.
- General maintenance level repairs and improvements as required.
- Use the facilities management software 'Halo' in order to report on tasks.
- Assist with out of hours contractors; react to adverse weather; work in collaboration with other site teams; assist with security or safety concerns and other site maintenance concerns or breakdowns.
- Be willing to undertake regular training and development to support safe professional practice and ever improving performance of the role.
- To assist with school events, such as Open Day.
- Work within health and safety guidelines following any risk assessments and policies outlined by the School.
- Any other tasks deemed suitable by the Director of Estates or line management.





## Commitment to Safeguarding

**All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:**

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remain up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.

## Person Specification

	Essential	Desirable
Qualifications		
Full UK driving licence	•	
Electrical qualification at NVQ level 3	•	
Competent person scheme membership eg NICEIC or NAPIT		•
H&S qualifications		•
Access related qualifications eg IPAF, PASMA or safe use of ladders		•
Experience		
Full working knowledge of the 18th Edition Wiring Regulations	•	
Has worked in construction related environments	•	
Has worked in educational settings		•
Skills/attributes		
Work effectively in teams	•	
Is self motivated and uses initiative	•	
Can be flexible and work to changing priorities and deadlines	•	
Excellent commitment and timekeeping	•	







## Job Specific Terms and Conditions

### Working Hours

The post is full time, 37.5 hours per week. Working times are 7.00am—3.30pm including a one hour (unpaid) lunch break. A degree of flexibility will be required on occasions where out of hours work may be necessary.

### Salary

The salary for this role is up to £39,835 per annum. The starting salary will reflect the experience and skills of the appointed candidate.

### Holidays

Paid holiday entitlement is 30 days plus bank holidays per annum, with 5 days to be taken at Christmas. Holidays may not normally be taken during term time.

### Other benefits

- Pension Scheme with employer contributions of 13.75%.
- Death in service of 3 x salary.
- Free staff lunch in term-time and certain periods of the school holidays.
- Free access to fitness suite and swimming pool during times set aside for staff only use.
- Free on-site parking (subject to availability).
- Cycle to Work Scheme.



## Application process

Please click [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR Department at [recruitment@perse.co.uk](mailto:recruitment@perse.co.uk).

## Closing Date

The closing date for applications is **Sunday 15th February at midday**, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

## Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

## Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

