

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### Senior Electrician (Full time, *all year round*)







## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd), and features in their top ten IB Boarding Schools list for 2022. The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local

community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With seven distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy. The newest house, a contemporary building with light, modern facilities, opened in 2019. Another boarding house is currently under construction and due to open in 2023.

## The Role

The role will support the Estates Department in all aspects of planned maintenance, reactive maintenance, refurbishment and new electrical installation works. This role will involve contact with



all types of staff.

They will demonstrate total commitment, versatility and flexibility whilst undertaking all tasks as instructed by the Estates Management Team.

## Reporting to

This role reports to Head of Building Services.

## Main Duties and Responsibilities

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

- Undertake proactive, predictive, planned and reactive maintenance in line with the school's maintenance regime.
- Have a good level of computer literacy, in particular Microsoft Office suite.
- Have a good level of knowledge and experience in both building management & CAFM systems, including managing, issuing and closing down of work orders.
- Have a good level of knowledge and understanding of DALI lighting systems.
- Installing, maintaining, modifying and repairing all electrical systems within all school buildings.
- To assist all other trades as applicable and as a part of a maintenance team, communicate technical issues to other maintenance staff and suggest methods to improve performance.
- To maintain and repair the school properties and equipment in accordance with relevant guidance & statutory documents.
- To ensure that all work is carried out in accordance with the Health and Safety at Work Act 1974 and local operational procedures.
- Supervising ongoing electrical system installations and providing technical expertise to installation teams where needed.
- Completing work orders & PPM's, whilst recording materials that are used to complete each task.
- Have the physical ability to undertake manual work, at ground level and at height.
- Undertake a monthly stock take.
- Undertake Weekly Plant room inspections.
- Supervise & train the electrical apprentice in the installation and repair of electrical systems.
- To keep working areas clean, remove all waste from job locations and ensure tidiness at all times.
- Work with, assist, advise & escort School appointed Contractors as requested by Estates Management.
- Undertake all reasonable requests in a timely manner as requested by Estates Management.
- Participate in the estates department on-call rota.
- Work up to 2 Saturdays per year as required by Estates Management.
- Obtain quotations for electrical materials and submit to line management for approval.





- Stay apprised of revisions to relevant Electrical ,building and safety regulations while remaining current with all mandatory training.
- A high degree of health and safety understanding, risk and method statement process and safe methods of work is a prerequisite of this role, adhering to school safe systems of work & policies at all times.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

## Person specification

### Essential

- Minimum of GCSE grade 4 in English & Maths or BTEC equivalent.
- Strong IT Skills.
- To be able to work as part of a team or independently with a suitable level of supervision.
- Ability to communicate and interact well with staff and colleagues.
- Good organisational skills – a methodical thinker and problem solver.
- Self-Motivated.
- Good time management skills.
- Ability to handle feedback appropriately.
- Good physical fitness with an ability to work in building services environments.
- A valid driving licence or reliable transport.

- Be willing to the participate in overtime when the opportunity arises.

### Desirable

- Additional industry recognised qualifications.

### Hours

This is a full-time, all year round role.

The basic hours are 08:00 to 16:00 Monday to Friday. There may be a requirement to work one Saturday for Leavers day and one day for Founders days for up to 3 hours. This role will also be part of an on call provision.

## Salary and Benefits

### Salary

A salary of £38,600 to £43,500 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

### Benefits

- Holiday entitlement of 33 days per annum including bank holidays.
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.



- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

## Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. The complete list of required checks will

be provided to the successful candidate.

## Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## Application

If you wish to be considered for this role, please contact Lee Hamilton at Hamilton Rowe Recruitment on the following email address, [lee.hamilton@hamiltonrowerecruitment.com](mailto:lee.hamilton@hamiltonrowerecruitment.com) to arrange an informal and confidential discussion about the post.

**The closing date for applications is 07/04/2024.**

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.