



RADLEY

Electrician

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Radley College is an independent boarding school for 770 boys, founded in 1847. Recognised as one of the UK's leading independent schools, Radley has an outstanding reputation for academic excellence, sporting achievement, and artistic endeavour. The College is set in over 800 acres of beautiful Oxfordshire countryside, and is renowned for the quality of its facilities. The school's grounds are the envy of many of our competitors and we take great pride in keeping them in excellent condition.

Radley's highly skilled Maintenance Team is made up of 13 tradesmen who are responsible for the maintenance of all aspects of Radley's estate, comprising of over 150 residential houses, 11 Socials with 100 rooms each and over 30 school buildings with more than 140 classrooms. Each year the department predicts the hotspot months when maintenance requests will be at particularly high levels. These are typically at the start of each term, in January, April and September, and when the cold weather arrives in November.

During the summer holidays the team adapts to work on specific projects and house refurbishments during the house-move season. However, with house moves increasingly taking place throughout the year, the team now encompass this work alongside day-to-day maintenance tasks.

We are looking for someone with a good sense of humour who works well as a member of a team but is also happy working on their own. Interpersonal skills are essential, and you will be an effective communicator, both verbally and in writing. Radley College is a community with a wide variety of members – pupils, staff, families and their children. An ability to deal with all in a friendly and happy manner is essential.



The Role

We are looking for a qualified electrician (Minimum of BS7671 18th edition compliant) to join the Maintenance team to carry out general electrical checks, repairs and installations across site. The successful applicant will also be required to hold the emergency phone on a pro rata basis to cover evenings and weekends, for which an allowance is paid.

Main Duties

Undertake duties as instructed by the Maintenance Manager; work items will also be instructed by Maintenance Request Tickets which will define the job, its location and priority. Duties will include undertaking various electrical repairs and maintenance items:

- Assess and share the jobs allocated with the other electricians and order any materials which may be necessary with the most effective supplier, allowing for cost and urgency/delivery period.
- Organise jobs efficiently to minimise revisiting areas and discuss options with the Maintenance Manager where conflicting choices exist for materials or timings.
- You will have responsibility for planned checking of fire alarm systems, emergency light and PAT, and repair where necessary/possible.
- Need to sign off any new installation work. Preferably, having C&G 2392 initial inspection and testing.
- Keep efficient records to allow simple clarification of invoices and to maintain stocks of regularly used spares.
- Work as a team player yet be capable of working well on your own, leaving the job complete, safe, and tidy, or reporting promptly to management so that other trades can complete the jobs swiftly.
- Spend time inspecting the College's buildings and grounds with an eye to preventative maintenance and reporting any larger issues to management for inclusion in later works programmes.
- Carry out tasks from time to time for the Health and Safety Manager, such as fire alarm systems.
- Carry a college walkie-talkie to ensure ease of communication across the team and in cases of emergency.
- To be willing to work in all areas of the school to provide cover for holiday or sick absence.
- Emergency cover- It will be necessary for you to be on emergency call out. This is on a one week in four rotation. You will be recompensed for this.

Person Specification

- Experienced in electrical work and to include the basics of the following:
plumbing
carpentry
working at height
manual handling
- Must have a minimum of BS7671 18th edition qualification and have done a qualified apprenticeship.
- Preferably, having C&G 2392 initial inspection and testing.
- Demonstrate good communication skills.
- Have the ability to work alone with minimum supervision or as part of a team and be flexible in your approach.
- Be physically fit.
- Be able to work with people of all ages and backgrounds and show diplomacy.
- Solve unexpected problems within the normal working day in a calm, logical and efficient manner.
- Hold a full clean driving licence for at least one year.



Hours of work

Hours of work - 0800 to 1630 Monday to Friday, with a paid morning break of 15 minutes and a lunch break of 45 minutes for lunch (of which 30 minutes is unpaid).

Employee Benefits



Our stunningly beautiful, rural campus is situated 5 miles from Oxford with good bus and train links



Excellent pension scheme (contributory group personal pension scheme).



Holidays - 33 days per annum including bank holidays.



Free on-site parking



Reduced membership to the on-site Sports Centre (£50)



Free meals during term time



Reduced membership of the nine-hole golf course



Free uniform provided



College sickness scheme



Employee Assistance Programme confidential advice



Regular social events for staff & family



Access to the well stocked school library



CPD and opportunities for learning



Annual onsite free flu vaccination

How to apply

Applications must be submitted via the link on the school website www.radley.org.uk/employment.

We reserve the right to consider applications as they arrive.

For an informal chat about the role please email the HR Department (hr@radley.org.uk).

SELECTION PROCESS

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, in order to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

Safeguarding

Safeguarding is at the heart of all we do in the school and the school expects all employees to share its commitment to the safeguarding and welfare of its pupils. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with the College's and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.