

JOB DESCRIPTION

JOB TITLE	Electrician
DEPARTMENT	Estates
SECTION	Whole School
LINE MANAGER	Estates Manager

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

The School Electrician is responsible for ensuring the safety, reliability, and legal compliance of all electrical systems across the campus. Working closely with the Estates Manager and the Director of Operations and Compliance, the post-holder will undertake new installations in lines with statutory requirements, repair and maintain installations in lines with his/her qualifications and competencies and will support statutory testing. Additionally, the role serves as a key operational member of the Estates team, assisting with event setups, general maintenance, and acting as a lead Fire Warden.

KEY RESPONSIBILITIES:

Electrical Installation & Compliance:

- Operation and maintenance of the school's electrical installations, including single and three-phase systems, lighting, and power distribution.
- Undertaking new electrical installations, modifications, and upgrades (e.g., LED lighting conversions) across all school buildings.
- Surveying the site where electrical systems are installed
- Ensuring all work adheres to the latest IET Wiring Regulations (BS 7671:2018+A4:2026) and the Electricity at Work Regulations 1989.
- Maintaining accurate digital and physical records of all electrical checks, certifications, and compliance documentation.

Fire Safety & Alarm Management

- Responsibility for the weekly testing and routine management of the school's fire alarm system.
- Acting as a designated Fire Warden, which includes conducting regular sweeps of buildings to ensure evacuation routes are clear and fire doors are functional.
- Responding immediately to all fire alarm activations, identifying the cause of the alarm, and coordinating with Director of Operations and Compliance.
- Inspecting fire extinguishers, emergency lighting systems, and heat/smoke detectors to ensure they are operational at all times.

Operational Support & General Maintenance

- Assisting with the physical setup for school events, performances, and ceremonies.
- Carrying out non-electrical general maintenance and operational tasks as reasonably requested by the Estates Manager.
- Assisting in the supervision of external electrical contractors during larger refurbishment projects.

Working Conditions & Compensation

- Participation in an out-of-hours 'on call' roster for emergency repairs or building cover.

This role involves working at heights, in confined spaces, and outdoors in all weather conditions. We operate a Permit to Work system that must be adhered to for works involving electricals, working at heights, and working in or near asbestos and hot works.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Full-time, Permanent
Working Hours	08:00 - 17:00, Monday – Friday
Holiday Entitlement	30 days annual leave
Additional Details	<ul style="list-style-type: none">• The setup of school events, performances, and ceremonies may be required outside of standard working hours.• In addition, and as part of you contracted hours, you will be required to attend Open Day and all staff InSET days.• Setup of school events, performances, and ceremonies can happen outside of working hours• 30 days annual holiday.• Participation in an out-of-hours 'on call' roster for emergency repairs or building cover.• Free lunches during term time and when working during the school holidays.• Refreshments available in the Common Room throughout the day.

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- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance, payment plan, obtaining a parking permit.
- Employer death in service benefit.
- Support with extensive CPD opportunities

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

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Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify their Head of Department and the Absence Managers as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct