

Post: Maintenance Electrician

Date of Issue: March 2025



Wellingborough School

Founded 1595



The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim. The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award might be the 'big five', but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

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The Role

Start Date: ASAP

Contract type: Full Time. This is a full-time position, but we understand the importance of flexibility, so part-time hours and flexible working arrangements can be discussed for the right candidate.

Salary: £33,000 per annum (based on full time hours)

Hours: 37.5 h p/w, Monday to Friday from 07:00 – 15:30 (including weekends as required)
This includes 1-hour daily unpaid break. Some flexibility may be possible

Reporting to: Estates Bursar

Disclosure level: Enhanced

Maintenance Electrician Responsibilities:

The Maintenance Electrician is responsible for the installation, maintenance and repair of all electrical wiring systems and equipment. This position requires a strong working knowledge of electrical wiring and systems and understanding of electrical code requirements. Duties include:

- Routinely inspecting electrical systems such as wiring, fixtures, and appliances.
- Maintain, repair and replacement of electrical equipment including but not limited to lighting, power, heating, ventilation, control of boiler, replacement lamps/LEDs, sports lighting, carpark lighting/chargers and emergency lighting.
- Estimate, requisition and recommend the acquisition of necessary materials to ensure that appropriate and satisfactory repairs and maintenance are carried out in accordance with best building practice.
- Understanding and following Health and Safety at Work regulations, management systems, relevant guidelines, relevant regulations and regulatory codes.
- Undertake minor additions and alterations to electrical systems with completion of minor works certificate.
- Respond to emergencies/ urgent /routine reactive work on site.
- General trouble shooting of system failures including Identifying faults or hazards.
- Reviewing existing site information to understand wiring placement and provide accurate information on 'as built work' to update site information as required.
- Undertake building surveys with regard to electrical systems, including maintenance reports
- Conducting preventative maintenance repairs on old or faulty fixtures.
- Work closely with school staff to address electrical concerns and prioritise tasks.
- Installing new electrical appliances in the building.
- Adhering to safety and performance standards and be Health and Safety focused undertaking point of work risk assessments.
- Weekly inspection and testing of the Fire Alarm System to the requirements of BS5839.
- Carry out meter readings across site as required.
- Carry out monthly emergency lighting testing along with any repairs as required.



- Ensure the safe disposal of hazardous waste associated with electrical works.
- Be prepared to undertake occasional additional hours /call out for events such the summer ball.

Additional Duties

Any other duties that the Estates Supervisor or Estates Bursar may reasonably ask of you which are within your capabilities to fulfill.

Revision of Job Description:

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.

The Process

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, Head of HR, to recruitment@wellingboroughschool.org



Person Specification
Maintenance Electrician

Competence	Essential	Desirable
Qualifications & Training		
City & Guilds – 18 th Edition and BS7671:2018 qualified	Yes	
Recognised apprenticeship / qualifications	Yes	
Full Driving Licence	Yes	
Manual handling training		Yes
Working at heights training, PASMA /LOLER		Yes
Update to BS7671 Amendment 2022 qualification		Yes
Skills & Experience		
Organisational skills	Yes	
Knowledge and experience in electrical maintenance and installation	Yes	
Competent in the use of IT including use of Microsoft Word, Excel and Outlook.	Yes	
Previous experience working within a maintenance and or installation environment	Yes	
Experience with 3 phase supplies	Yes	
Able to undertake risk assessments and method statements to ensure safe working practice	Yes	
Knowledge of current Health and Safety regulations	Yes	
Previous experience in a school environment		Yes
Personal Qualities		
A team player and the ability to work on your own initiative	Yes	
A flexible approach to working and committed to high levels of service	Yes	
A willingness to undertake further training applicable to the role.	Yes	
A positive and helpful attitude to work and colleagues	Yes	
Ability to communicate effectively with different constituent groups.	Yes	
Efficient and reliable personality with a sense of humour	Yes	
Able to demonstrate suitable characteristics necessary when working with children	Yes	
Confident and self-motivated, with the ability to work unsupervised in a busy environment.	Yes	