

St Helen's School

SITE ELECTRICIAN

St Helen's would like to appoint a Site Electrician for this leading independent girls' day School.

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the post will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

Alice Lucas, Headmistress



St Helen's School

THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging co-curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

THE POST

This large School, with over 20 buildings including several performance areas, requires an onsite electrician to carry out electrical maintenance, remedial work, and some installation project work.

THE TEAM

This role will report to the Maintenance Manager and works alongside a second Site Electrician and two General Maintenance staff.

Maintenance Duties:

- Emergency lighting monthly test
- Emergency lighting annual drain down
- Fixed installation periodic testing including production of reports
- The resolution of Code 1, 2 and 3 faults found during periodic fixed installation tests
- Upkeep of a spreadsheet detailing the testing programme and completion of remedials
- Oversight of outside contractors conducting electrical work to ensure safe operation and best quality in accordance with the regulations and with the school's standards, policies, and procedures
- Emergency response to electrical faults e.g., power outages
- Response to electrical jobs raised on the maintenance service desk
- Development and implementation of a programme of routine maintenance inspections & tests e.g., termly classroom inspections for failed lamps; periodic inspections of WC extractor fans
- The provision, inspection & testing of electrical equipment for events, functions and lets
- Assistance with the maintenance of the premises' plantrooms
- Maintenance of the premises external lighting provision: inspection and upkeep of all fittings, timeclocks, PIRs and sensors

Installations:

- minor works installations including initial verification
- installation projects e.g., develop a costed programme and installation timeline for replacement LED lighting to School buildings
- design and install new power and lighting lay-outs for the school's refurbishment projects
- Advise on designs and specifications for capital building projects
- Carry out electrical snagging at Practical Completion of major projects and follow through to defects resolution
- Check electrical test certs and O&Ms submitted by others



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Team Support:

- Support the Site Officer team in setting up for major school events

General Duties:

- Carry out such duties that may be reasonably required by the Estates Manager or Head of Maintenance
- Follow responsibilities as defined in the School's Health & Safety Policy.
- Take responsibility for professional development to ensure electrical qualifications are kept up to date
- Support and promote the school's ethos, aims and objectives.

HOURS

Monday to Thursday, 8.00am – 4.15pm, Fridays 8.00am-4.00pm, throughout the year, with an hour's unpaid lunchbreak. Plus, three Saturdays per year to support school events.

SALARY

£35,000 - £37,000 per annum, depending on experience

THE PERSON

QUALIFICATIONS, EXPERIENCE AND SKILLS

Requirement	Essential	Desirable
Education and professional qualifications	GCSE English and Maths L5/Grade C or above NVQ level 3 Apprenticeship or equivalent qualification ECS Approved grade L3 Periodic Inspection and Testing	L4 Design erection and verification In date First Aid certificate

	L3 Initial Verification L3 Certification of electrical installations OR equivalent City & Guilds qualifications 2394 and 2391-52	
Knowledge	Economic and effective layout of electrical installations National Working Rules Current IET Wiring Regulations BS7671 Electricity at Work Regulations Electrical Safety, Quality and Continuity Regulations Relevant British Standards and Codes of Practice Construction Industry Safety Standards	Safeguarding and child protection
Experience	Minimum 5 years working as an electrician post qualification Project installation Checking electrical specifications, manuals, and test certificates	



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	Fixed installation testing	
Skills	Good Microsoft Office skills	
Personal attributes	Confident, self-reliant, and reliable Highly motivated Calm under pressure and in stressful situations Good communication skills	

BENEFITS

- Membership of a workplace pension scheme with up to 10% employer contributions
- 50% fee remission for eligible staff children (subject to spaces and entrance exams. Pro rata if part time.)
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

APPLICATION DEADLINE

Closing date: 8.00am Tuesday 16th August 2022. Please apply at your earliest convenience as we reserve the right to close the vacancy early should we either appoint or reach our maximum number of applicants.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed and assessed by the Estates Manager and other Senior members of the Maintenance Team. They will also be given a tour of the school.

The post is subject to various recruitment checks which will include:

- Enhanced DBS clearance
- A minimum of two references obtained prior to the selection day
- Proof of right to work in the UK

If you have any queries about this position, please contact the school at recruitment@sthelens.london

