



ST MARY'S SCHOOL ASCOT

SCHOOL ELECTRICIAN

WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is seeking to appoint a full-time School Electrician. The primary role of the School Electrician is the provision of a safe, efficient, and effective in-house electrical service to the school throughout the year. The School Electrician will provide both, a reactive and proactive maintenance service to the whole school community as well as working in a standalone position or with sub-contractors on planned project work. The School Electrician will be placed on the school's out of hours maintenance call out roster.

The Line Manager for the School Electrician is the Estates Manager. The Deputy Estate Manager is responsible for the day-to-day operational management of the School Electrician.

PERSON SPECIFICATION

The successful applicant will be able to demonstrate the following:

Qualifications

- Qualified to level 3 NVQ City and Guilds
- Hold IEE Wiring Regs, 18th edition.
- C & G 2391 (Inspection & Testing).

Knowledge & Skills

- Sound knowledge of all electrical works within the field of building repairs/ maintenance and a general understanding of building matters. (Essential)
- Sound understanding of Health & Safety issues in connection with the construction industry.
- Ability to record detailed & accurate repairs information relating to repair inspections or completed repair works.
- Able to use handheld mobile electronic equipment.
- Capable of carrying out electrical repair/fault diagnostics inspections, identifying the repairs to be completed and materials required to complete the task.

Experience

- Minimum experience of three years of completing electrical repairs and maintenance tasks on commercial and domestic occupied properties.
- Experience of working in a team and alone.
- Experience of working with a range of portable tools, small plant, ladders and equipment to enable duties of the job to be carried out.
- Ideally the candidate will have experience of working within a boarding/day school or similar organisations although this is not essential.

Judgment / Decision Making:

- Able to work using own initiative.
- Ability to carry out electrical repair job assessments (inspections), identifying the repair to be completed and materials required to complete the task.
- Ability to prioritise workload and work in a systematic and organised way to ensure that the works are completed within target times and to the highest standards.
- Be flexible to work around lessons and areas with high usage and prepared to work out of hours if required.
- Able to identify replacement parts/equipment and order from suppliers within a specified budget.
- Provide information to staff on the replacement of parts and equipment in order to repair and upgrade where deemed necessary.



Interpersonal Skills:

- Able to communicate with all staff in a professional and respectful manner.
- Demonstrate empathy, patience and understanding of the workload of colleagues.
- Ability to work in a calm and professional manner at all times.
- A sense of humour and a team player.

RESPONSIBILITIES

The key elements of this role include but are not limited to:

- The installation, maintenance and repair of all electrical equipment and fittings throughout the school site.
- The maintenance and management of the fire detection/alarm system and emergency lighting.
- The management and implementation of the school's portable appliance testing programme.
- The maintenance of all security and door entry systems.
- Ensure calibration certificates are up to date on all test equipment.
- Ensure electrical test certificates are completed and filed when doing minor works and alterations.
- Proactively support other tradesmen within the Estates department with both electrical and other trade work.
- Attend any training required to carry out your duties.
- As part of the Estates Department, provide general support to school activities, many of which occur at weekends or in the evening, such as Open Days, Confirmation, fireworks display and sports day. There will be car parking duties which also need to be covered under the direction of the Estate Manager.
- As part of the Estates Department, assist parents at the start and end of term with the carrying of trunks. This duty is often at a weekend and in the evening.
- The support staff are part of a team that provides all aspects of support for the Bursar and the senior team to run the school. The School Electrician will in general work from the Estates Department but will nonetheless work with many of the teaching and pastoral staff in order to support the aims of the School. They will always be prepared to perform other duties as required by the Senior Management. This may require staff to work across different roles and remit.

On Call Duty.

The School Electrician will be required to be on the Estates Department on-call roster. Staff on this roster are required to react during the term-time silent hours and during school holidays to any call outs by school staff. This will include being called out for a fire alarm. The individual will need to live within 25 minutes of the school. Accommodation on site may be available for the right candidate.

Other duties:

This job description sets out the main duties of the School Electrician. No job description can be fully comprehensive and the School Electrician will be required to support the Bursar in any work reasonably required to support the operation of the school.



WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a full time position.

Salary. The salary for this position will be £36,000 - £38,000 per annum.

Accommodation. School accommodation may be available. The post holder is required to be part of the on-call team.

Working Days and Hours. This is a full-time appointment based on a 5 out of 7 day working week and a minimum of 42.5 hours per week. The incumbent is expected to be flexible in their attitude to hours of work. Core working hours are from 8am until 4.15pm with a 25 minute tea break and a 45 minute lunch break. There will be flexibility in the working hours in order to cover weekends.

Additional Days. The post holder is required to attend the school's annual Open Day and Confirmation Day, both of which currently take place on Saturday during the summer term.

Holiday. The School Electrician will be entitled to 28 days holiday during the first year, rising to 33 days holiday in the second year of service and 38 days holiday in the 6th year of service. These include the public holidays that fall during the school holiday periods. The School Electrician is to take the holiday during the school holidays avoiding INSET days. Public holidays occurring during term time and when the school is let are regarded as working days and do not attract additional pay. All staff are required to reserve 3 days' holiday for the Christmas period.

Probationary Period. The first six months of employment is a probationary period during which the notice period by both the post holder and the school is two weeks.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be two months.

Pension. The School Electrician will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

A short letter of application addressed to the Bursar, Mr Giles Brand, a completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent to recruitment@st-marys-ascot.co.uk

Applications will be considered upon receipt.

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.







ST MARY'S SCHOOL ASCOT

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