



FARLEIGH

Electrician

Candidate Information Pack

Full-time, Permanent

Starting - as soon as possible



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Maintenance Assistant at Farleigh School.

Farleigh is an exceptional school of which we are very proud, with over 425 boys and girls, aged 2 to 13. It is a wonderful environment in which to work, with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about the role of Electrician.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school and nursery for boarders and day pupils, aged 2 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Electrician

Farleigh School is seeking a skilled and reliable Electrician to join our Maintenance Team. This is an excellent opportunity for an experienced professional to play a key role in maintaining a safe, secure, and effective learning environment for our pupils, staff, and visitors. The successful candidate will be responsible for the installation, maintenance, inspection, testing, and repair of electrical systems and equipment across the school site, ensuring compliance with all relevant regulations and health and safety requirements.

We are seeking an individual to work up to 42.5 hours a week, Monday to Friday for 52 weeks of the year typically from 7.00am to 3.30pm. The requirements of this role may occasionally necessitate working outside the normal hours stated above to fulfil the duties of the role.

The ideal candidate will:

Essential

- Be a qualified electrician through a time served apprenticeship
- Be trained to/have good working knowledge of electrical installations BS 7671 (18th Edition-Amdt 3)
- City & Guilds 2391 - Level 3 electrical qualification for the inspection, testing, and certification of electrical installations
- Experience of EICR remedials/reports
- Previous experience of fault finding, data cabling, supervising contractors
- Be capable of emergency electrical triage
- Be able to work to RAMS
- Be a confident self-starter and can work on own initiative, as well as working as part of a team
- Have a professional and courteous manner and approach to working with others

Desirable

- Working knowledge of Emergency Lighting up to level 3
- Working knowledge of Solar and EV charging
- Registered Competent Person (Electrical)
- Have working knowledge of PAT testing
- Working knowledge of BMS with the ability to fault find to component level
- Full valid UK driving licence

Job Description: Electrician

Responsible to: Maintenance Manager and Estates Bursar

Purpose of the job: To install, maintain, inspect, test, and repair electrical systems and equipment around the school, ensuring they operate safely, efficiently, and in compliance with relevant regulations and standards.

Particular Tasks & Responsibilities:

- To assemble, install, test, certify and maintain electrical wiring, electrical equipment or appliances, and related apparatus/ fixtures
- To install and maintain three phase and single-phase control gear for motors, pumps, fans etc.
- To connect wires to circuit breakers, transformers or other electrical components
- To inspect/diagnose/test electrical systems, equipment and components to identify hazards, defects and the need for adjustment, monitoring or repair and to ensure compliance with codes where necessary
- To assist the IT department with electrical wiring/equipment and data cabling where required
- To carry out Portable Appliance Testing (PAT)
- To plan and carry out build projects from an electrical point of view in liaison with the Estate Bursar, and coordinate works with outside contractors if required
- To repair or replace electrical wiring, equipment and fixtures using hand tools and power tools, including minor building work and making good
- Maintain records of all electrical testing and certification, including upgrades or new installation of wiring
- Maintain and service, where necessary, all electrical testing equipment and tools to ensure all work is complete, satisfactory and certified compliant with regulations
- Plan and coordinate routine electrical testing (5 year rolling plan) with the Estate Bursar and follow through and plan any remedial works
- Should time or expertise not be sufficient to carry out specific electrical works, then plan and coordinate outside contractors with or via the Estate Bursar
- To ensure the school is fully registered with NICEIC or similar regulatory body and assessed on a regular basis to ensure that the relevant technical and safety standards, codes of practice are met, in order to carry out EICR and have the software and paper certificates to support this
- To undertake such additional duties as might reasonably be requested by the Estate Bursar
- Any other duties which may be assigned commensurate with the post and in keeping with the nature of the Prep school environment

This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary based on the skills, experience and qualifications at time of appointment
- 28 days holiday leave entitlement
- Membership of the school's pension, life assurance and income protection schemes
- Access to Employee Assistance Programme and shopping discounts
- Free school meals during working hours in term time
- Professional Development Support
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

To apply for this position, please complete the support staff application form and return to Deborah Jones, in the HR Department at hr@farleighschool.com as soon as possible.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.