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| **Job Title** | Electrician’s Mate |
| **Reports to** | General Building Foreman / Maintenance Manager |

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| **Job Purpose** |
| To assist with day to day electrical works in the College’s 430 buildings which are a mixture of both historic and modern construction. You will deliver day-to-day maintenance, PPM (Planned Preventative Maintenance) and minor works efficiently and economically. |

**Key Tasks and Responsibilities**

* Assist the Electrician carrying out electrical repair work in College properties to an acceptable standard
* Complete meter readings
* General labouring duties
* Measuring up for materials from internal stores
* Assisting other tradespeople as and when necessary
* Completion of worksheets and similar records to show completed work;
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment and promotion of equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood.
* Understand and comply with procedures and legislation relating to confidentiality.

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:   * Relevant trade background and experience * Previous experience of maintenance/repair work * The ability to work effectively within a team and communicate appropriately with a variety of College staff * A valid UK driving licence * A general knowledge of other trades would be advantageous but not essential |

**Working Pattern**

* Your working hours will be Monday to Friday 8am – 4pm with 30 minutes for lunch.
* You will be working 52 weeks per year.
* You will be entitled to 5.6 weeks per year of holiday. (You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.)
* Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.