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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;
* Adhere to current health and safety legislation and best practice in accordance with the College Health and Safety policy statement
* Ensure own safety and the safety of others who may be affected by your own actions. Employees must follow instructions and co-operate at all times with their line manager to enable the College to meet its legal responsibilities. Employees must stop work if the nature of the situation involves risk of serious injury to any person and must report and hazardous situation or defective equipment to their line manager without delay
* To undertake any other duties as may reasonably be required of you in the post
* Commitment to equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children

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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 |