

## Job Description and Person Specification

**Job title:** Maintenance Electrician  
**Responsible to:** Facilities and Operations Manager

### Purpose

The Good Shepherd Centre (GSC) supports vulnerable young people from the age of 12 up to 18 years old. We offer a place of safety and nurture and a positive, holistic and strengths-based ethos.

The Maintenance Team are key to provision of a safe, welcoming and homely environment for young people to live and learn whilst at the GSC. The post holder is required to assist the maintenance team in the provision of a day to day maintenance function and the smooth running of the centre.

The Maintenance Electrician is responsible for assisting the smooth running of the ancillary and support services within the centre. To undertake electrical and general repairs and maintenance work as required and liaise with the Facilities and Operations Manager along with external tradesmen.

### Main Duties

1. To undertake electrical, general repairs and maintenance work both internally and externally to meet the needs of the Centre.
2. To escort and assist service engineers when they are required to fulfil contractual obligations within the unit.
3. To assist the monitoring of the Centre's fire alarm systems and fire fighting equipment.
4. To undertake more substantial tasks as required in consultation with the Facilities and Operations Manager e.g. electrical installs, electrical tests and checks including monthly Emergency Lighting Tests, building repairs etc.
5. Ensure that all tools and equipment stored in workshops are kept in good order and accounted for.
6. To ensure that tools, paints, solvents and other equipment are stored safely, locked away when appropriate and properly supervised when in use.
7. To ensure that stocks of essential equipment such as electrical components, fixtures, fittings and ironmongery are adequate to meet projected demand.
8. To assist servicing of the refuse collection system.
9. To assist servicing the education department in respect of audio/visual equipment and other requirements.
10. To co-ordinate maintenance of the lighting system and other security facilities on campus through the appropriate channels.
11. May be required to supervise apprentices.
12. To undertake any other appropriate duties as deemed necessary by management.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant electrical qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 3 years previous Electrical experience</li> <li>• Approved Electrician Certification</li> </ul>
<b>Professional Qualities</b>	<ul style="list-style-type: none"> <li>• Giving commitment and support to the work of the team.</li> <li>• Maintaining a high standard of service delivery and consistency of approach in work practice</li> <li>• The ability to use one's own initiative</li> <li>• The ability to remain calm and patient under pressure</li> <li>• Highly motivated individual</li> <li>• Excellent communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent problem solving and decision making skills</li> <li>• Proven practical skills</li> <li>• Strong time management skills</li> <li>• Knowledge of hand and power tools and other maintenance and safety equipment</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A caring and approachable person</li> <li>• Calm, flexible and imaginative in dealing with challenging situations</li> <li>• Demonstrates compassion in relation to the difficulties and challenges faced by young people who experience secure care</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to take responsibility for your own actions and effectively use your own initiative</li> <li>• Resilient</li> </ul>