
General information for applicants

Electrician

The Princethorpe Foundation

The Princethorpe Foundation, which is administered by lay trustees, provides coeducational, independent, day schooling in the Catholic tradition for some thirteen hundred children from age two to eighteen years. The senior school, Princethorpe College, (HMC 11 - 18) is about 7 miles from Leamington, Coventry and Rugby, with the junior schools, Crescent (IAPS) about seven miles away in Rugby, and Crackley Hall School (IAPS) and Little Crackers Nursery about nine miles away in Kenilworth.

The School

Princethorpe College opened in 1966 and occupies a fine former Benedictine monastery which was built in the 1830s in 200 acres of parkland. The origins of the school date back to 1957 when the Missionaries of The Sacred Heart opened St Bede's College in Leamington Spa; the subsequent move to Princethorpe gave an opportunity for expansion.

The school became a lay foundation in 2001, when it merged with St Joseph's School in Kenilworth, resulting in the consolidation of a junior school and nursery on the Kenilworth campus. Crackley Hall is a significant feeder for Princethorpe. In September 2016, The Crescent School, a stand-alone prep school for seventy years in Rugby, also merged with the Princethorpe Foundation.

About one-quarter of the children at Princethorpe are Catholic and the Foundation welcomes children and staff of all denominations. The key catchment area for the school lies in a radius of about twenty-five miles, largely within the conurbations of Coventry, Leamington, Warwick, Kenilworth, Solihull, Stratford, Lutterworth, Banbury and Rugby, all of which enjoy a private bus service.

The Head of Princethorpe, Ed Hester, is Foundation Senior Head and as chief executive chairs the Foundation Executive Committee (FEC) which has responsibility for the day-to-day running of the schools and strategic planning. Financial management, estates, catering, IT systems and marketing for all schools in the foundation are resourced centrally. The head of Crackley Hall, Robert Duigan and the Head of the Crescent, Joe Thackway, are also members of the FEC.

Ed Hester is a member of HMC and the school also has membership of ISA and CISC.

The school continues with a comprehensive investment programme which over the last decade has seen a Sixth Form Centre built, Sports Centre improvements, chapel refurbishment, a new Photography department, update of IT facilities, Music department and classroom refurbishment and restoration of The Roundhouse to provide a stunning multi-purpose meeting, teaching and performing space. *The Limes*, a £4.5m fourteen-classroom teaching wing serving English, Modern Foreign Languages, Academic PE, IT and computing opened in September 2014. An indoor climbing wall and new fitness centre were part of the same project.

Ethos

Princethorpe life extends well beyond just exam preparation. The gospel values of love, service, commitment and forgiveness are central to everything which the school does, underscored by the school motto, *Christus Regnet* – may Christ reign.

Our schools are characterised by their strong Christian ethos and pride themselves on providing a caring, stimulating environment in which children's individual needs are met and their talents, confidence and self-esteem are developed.

The school maintains its Catholic tradition through assemblies, morning prayers, Holy Mass, celebrating the sacraments, teaching of Religious Studies and a vibrant Chaplaincy.

The social, cultural, intellectual, spiritual and emotional needs of pupils drive the school which is famed for outstanding levels of pastoral care. The ISI inspection report from April 2014 makes reference to the spiritual, moral, social and cultural development of pupils as being a key strength of the school.

Looking Forward

Princethorpe College enjoys an excellent and growing reputation. Pupil numbers have risen to around 865 and continuing strides are being made to ensure the highest academic standards and a widening extra-curricular programme. Many pupils gain representative honours in sport and England cricketer, Ian Bell, numbers amongst the school's alumni.

Plans are in place for *The Close*, a seven laboratory Science block at Princethorpe and *The Gables*, at Crackley Hall, comprising a multi-purpose hall, classrooms and music practice rooms opened in February 2016 and represents a further £2m investment. A new Virtual Learning Environment utilising *Firefly* has been implemented and is being rapidly populated. A pilot study for using tablets and other digital devices in class groups has recently been completed.

Role

Reporting to the Foundation Estates Manager, we are seeking to appoint an Electrician to maintain and service all electrical engineering plant and equipment on Princethorpe College, Crackley Hall and Crescent School sites. They will carry out technical duties in the college theatre and assist in the supervision of electrical contractors. A flexible and pro-active attitude to duties and additional working hours will be required.

The successful candidate should have an appreciation of the priorities of a school environment and have the ability to appropriately interact with pupils of all ages, especially when providing technical support in the Theatre.

This role is working 40 hours a week, on a 7 days' contract. The working pattern will include evenings and occasional weekends on a flexible basis, according to the needs of the school, with core hours Monday to Friday.

Professional Duties

- To respond to maintenance breakdowns at both foundation sites, as directed by line manager
- To identify breakdowns and carry out necessary repairs.
- To carry out all necessary and statutory electrical maintenance as instructed by line manager, including power, lighting, fire alarm, lifts, and security systems
- To liaise, assist and supervise contract staff
- To assist the ITC department to replace projectors, CCTV installations etc.
- To work with another foundation electrician, other trade groups including carpentry, plumbing, and mechanical where appropriate and within experience and training
- To participate in an on call rota, and out of hours shutdowns.
- To carry out data collection surveys for electrical planned preventative maintenance and energy saving plan as directed by the Estate Manager
- To carry out weekly fire alarm testing, participate in evacuation drills and attend all fire incidents and record all events in the fire log
- In line with statutory directives ensure that all relevant trade tools and equipment for electrical maintenance and testing are checked at regular intervals and kept in a safe working condition. Ensure any calibration records are kept
- To assist in developing and ensuring that all work permits, risk assessments, safe working procedures are in place and are understood and followed before the commencement of each task. Will follow the health and safety policies and procedures and be conversant with departments risk assessments and asbestos register
- To carry out portable appliance testing and record keeping for the sites
- To be responsible, where appropriate, for all necessary technical aspects of work to other trades, ensuring that health and safety issues are understood
- To advise management on all technical aspects of electrical work and where appropriate, liaise with teaching, administration staff and contractors to minimize disruption of services
- To ensure that the correct materials are identified, requested, purchased and fitted
- To drive college vehicles, in accordance with the College's Vehicle Policy
- To attend all statutory training courses and toolbox talks
- To maintain and regularly update your personal development file
- To assist with the security of the building and grounds, including non-routine opening of the premises and setting of alarms
- To assist as necessary with new electrical/data installations
- To respond to any other duty relevant to the site services team

Princethorpe College reserves the right to amend this job description from time to time according to business needs.

The Foundation supports continuing professional development through an appraisal system to track and document the skills, knowledge and experience that you gain both formally and informally at work, beyond any initial training. Promotions within the Foundation are encouraged, although it is preferred that employees complete their probationary period for their role before they apply for another advertised role within the Foundation.

Person specification

| | | Essential | Required | Desirable |
|-------------------------------------|--|----------------------------|-----------------|------------------|
| Experience/ knowledge | Experience of working in a school or similar environment Time served apprentice as an electrician (17 th Edition) Responsibility for ensuring that the correct materials are identified, requested, purchased and fitted. | Y | Y | Y |
| Technical job related skills | Portable appliance testing and record keeping Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post | Y | | Y |
| Personal job related skills | Honest, trustworthy and reliable Mature outlook, in addition to being prepared for all round, 'hands-on' involvement Ability to relate to and work with others at all levels Good team worker Flexible & pro-active attitude to duties & to work additional hours Appreciation of the priorities of a school environment and willingness to amend work plans at short notice Willingness to appropriately interact with pupils of all ages when providing technical support in the Theatre | Y Y Y Y Y Y | Y | |
| Qualifications | 17 th Edition Time served apprenticeship | Y Y | | |
| Other requirements | Full Clean Driving License. Flexible attitude as out of hours working may be required A commitment to the safeguarding and welfare of all pupils | Y Y Y | | |
| Mandatory Training | Safeguarding Child Protection training Health & Safety induction Manual handling training Work at height training Fire Safety training | | | |

General

The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.

Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the deputy head (pastoral) or the headmaster.

Salary

The salary for this role is £25,000 to £32,000 (full-time equivalent) – depending on experience.

Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Princethorpe College, Crackley Hall and Crescent School. Teaching staff are able to join the TPA. The Princethorpe Foundation salary scale is associated with but some way above national scales.

Safeguarding

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.

Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website www.princethorpe.co.uk

Recruitment

The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment. The Foundation is an equal-opportunities employer.

Application Form

Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.

Completed applications should be sent by email to Recruitment@princethorpe.co.uk

or by post to: Recruitment Co-ordinator, Princethorpe College,
Princethorpe, Rugby, CV23 9PX

Closing date: Monday 26 November at 9.00am and interviews are likely to be held on Friday 30 November 2018.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring with them:

Proof of ID and Right to Work in the UK

At least one document must be photographic proof of ID. Please bring:

- Current UK passport showing you are a British Citizen **OR**
- Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland **OR**
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

And where possible

- An official document giving your permanent National Insurance Number.
- If applicable, your Marriage Certificate or official documentation showing a change of name. **See Qualifications below**
- If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

Educational/professional qualifications

- Qualification Certificates as listed on your application form.
If the certificate is in your maiden name then a marriage certificate must be produced.
If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.

Proof of Current Address

Utility bill or financial statement showing your current name and address, dated within last three months