

## ELECTRICAL LABOURER

Job Title	Electrical Labourer	Contract duration	Casual contract
Department	Facilities Department	FT/PT	Fixed Term ending 30/8/24
Reports to	Deputy Director of Estates & Facilities	Salary	£11.44 an hour
Hours	40 hrs per week (1 hr unpaid lunch)	JWF Salary Point	N/A
	Monday to Friday 08:00 to 17:00	Location	Whitgift School, South Croydon

### OUTLINE OF THE POST

Under the general direction of the Deputy Director of Estates & Facilities and the day-to-day line management of the School Electrician to assist with the summer works programme.

### JOB DESCRIPTION

The Electrical Labourer will assist the School Electrician with various site based electrical tasks such as:

- Running cables
- Chasing walls/floors
- Installing PVC trunking/conduit
- Fabricating metal tray
- Installing lighting/emergency lighting systems

The position is available from July 4<sup>th</sup>, 2024

### PERSON SPECIFICATION

Essential
<ul style="list-style-type: none"><li>• General maintenance experience.</li><li>• Ability to use workshop machinery and power hand tools.</li><li>• Initiative and self-motivation.</li><li>• Attention to detail.</li><li>• Ability to work independently and as part of a small team.</li><li>• Excellent organisational skills and commitment</li><li>• Ability to problem solve and to be adaptable</li><li>• Good level of physical fitness to undertake manual tasks</li><li>• Good knowledge and understanding of current Health &amp; Safety regulations</li><li>• Dependability and trustworthiness are paramount</li></ul>

#### Desirable

- Fast Learner
- An electrical qualification
- CSCS Card

#### PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation (JWF) is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

#### PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.

This job description 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.

#### FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- Onsite parking, when available.
- Free On-Site Lunch during Term Time and during the summer holiday.

#### CONDITIONS OF SERVICE

This position is offered as a casual contract from the 4<sup>th</sup> July to 30<sup>th</sup> August 2024.

The Electrical Labourer will work 5 days per week, Mondays to Fridays. The typical hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break.

The salary will be based on an hourly rate of £11.44, the current National Living Wage (for those aged 21 and over). Hours worked will be submitted on a monthly timesheet and paid in arrears on the 24<sup>th</sup> of the month or the nearest working day.

We encourage applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8688 9222 or email the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and on-line checks (including personal, professional and other online activities).***

*Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys wonderful onsite facilities in a beautiful parkland estate in South Croydon with excellent transport links to London, Surrey and the south coast.*

*June 2024*