Corpus Christi College
Cambridge

Job Description

Job Title: Electrical Installation Apprentice

Qualification Earned: Electrotechnical Apprenticeship Standard

Department: Maintenance

Responsible to: Head Of Estates

Purpose of Job: To carry out electrical works producing high quality finish at all times and to carry out the duties and responsibilities of the post as determined by the Works Supervisor or Clerk of Works and in compliance with College policies and current health and safety practices. The post holder will be responsible for the effective delivery of the College maintenance function, working as part of a team and on their own initiative.

Duties and responsibilities:

1. Undertake routine electrical and general maintenance of College buildings.
2. Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
3. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
4. Carry out electrical works/projects and maintain accurate record of work undertaken.
5. Work towards managing the colleges programme of EICRs and ensure that any identified observations are actioned appropriately with assistance from the College Electrician.
6. To work towards prioritising work to be done and to work with only partial supervision.
7. To maintain personal tools and equipment and assist with the maintenance of the inventory of tools and equipment.
8. To report all unsafe items of plant and equipment to College Electrician or Head of Estates.
9. To undertake training as required to perform duties within the role, including health and safety courses.
10. To undertake and assist in any other tasks as instructed by the College Electrician or Head of Estates.
11. To undertake ad hoc PAT Testing.
12. To be prepared to assist in night-time and weekend call-out procedures if required.
General Duties

1. To monitor and keep up to date with the maintenance ticketing system and assign relevant tickets to yourself.
2. To ensure that low stock levels of general materials are reported to the Head of Estates.
3. To work from Ladders, steps, platforms and scaffolds as required.
4. To assist contractors and other trades as and when required.
5. To Ensure College Guidelines are followed before entering student, Staff or Fellows rooms.

Health and Safety Requirements

All members of the maintenance staff should, at all times:

1. Follow health and safety procedures of the College and those specific to the Maintenance Department.
2. Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Head of Estates
3. Report any potential hazards around the College to the Head of Estates

The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the Head of Estates. The list of duties may be subject to revision at the end of the probationary period.
## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td>• GCSE or equivalent English (Grade 4)</td>
<td>• Clean UK driving licence</td>
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<td>• GCSE or equivalent Maths (Grade 4)</td>
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<td><strong>Knowledge/Experience</strong></td>
<td>• Good level of both written and spoken English</td>
<td>• Experience working in the building industry or general maintenance</td>
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<td>• Good working knowledge of the Health and Safety at Work Act 1974</td>
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<td><strong>IT Skills</strong></td>
<td>• Basic IT skills, such as use of email, recording work completed, using ticket system</td>
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<td><strong>Skills</strong></td>
<td>• Systematic approach to problem solving</td>
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<td>• Good communication skills</td>
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<td>• Ability to work within a team or independently</td>
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<td>• Willingness to assist other trades within the team to achieve targets</td>
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<td><strong>Personal Qualities</strong></td>
<td>• A good sense of humour and a friendly nature</td>
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<td>• Positive attitude to accept and complete all tasks</td>
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<td><strong>Physical/Special Requirements</strong></td>
<td>• The position will require lifting and moving of equipment and can involve working at heights</td>
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<td>• The College is an old building with steep staircases which will need to be accessed</td>
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<td>• The role will be based both indoors and outdoors and require a high percentage of physical work</td>
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Issued by Department Head

..........................................................Name

..........................................................Signature

..........................................................Date

Accepted and Understood by Postholder

..........................................................Name

..........................................................Signature

..........................................................Date

*This job description will be reviewed periodically when additions and amendments may be made.*