

JOB DESCRIPTION

College Electrician

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. Founded as the UK's first residential institution for the higher education of women, Girton was part of a global movement for the full participation of women in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive, and supportive community, with academic excellence, intellectual curiosity, and widening participation at its core. Today, the College is home to around 900 students, 150 Fellows, and over 135 professional and operational colleagues.

Set in more than 50 acres of greenbelt, Girton combines rich Victorian heritage with outstanding contemporary facilities, offering a distinctive collegiate environment just outside the centre of Cambridge. The College provides a holistic educational experience, combining academic rigour with a vibrant cultural and social life, and extensive opportunities for personal development.

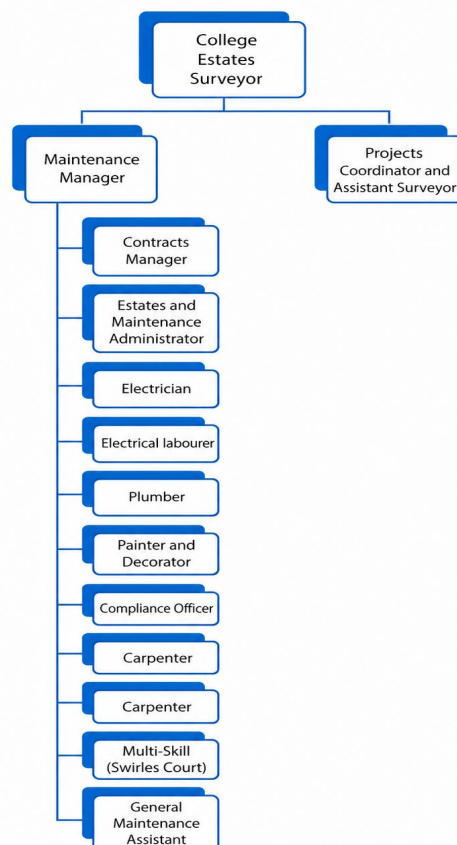
Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.

Role Purpose and Department Structure

Team/ Department: Estates & Maintenance

Reporting to: Maintenance Manager

Close working with: The post holder will work closely with Estates Surveyor, Maintenance Manager, Contract manager



Purpose of Job

To work as part of a skilled maintenance team providing electrical services to Girton College main site and external properties. After probational period to be part of on-call rota in assisting with out of hours requirements for college services and equipment.

The College Electrician is responsible for the running of all the colleges electrical systems through planned maintenance, repairs and servicing of equipment. The post holder will be required to regularly update the Maintenance Manager on works carried out and large works required for compliance and safety requirements ensuring safety for students, staff and visitors.

Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

Specific duties

- Carry out planned and reactive electrical maintenance works involving; emergency lighting, repairs, fault diagnosis, control circuits, power outages, light and power repairs, alternation and installation.
- Complete all electrical works and maintenance in line with BS7671 18th edition amendment 4 wiring regulations.
- Conducting PAT/EET testing of equipment around the college premises.
- Carry out remedial works following electrical inspection condition reports to ensure that the college electrical systems are compliant.
- Manage small work projects that involve electrical works ensuring that standards and specifications are met.
- Assist, liaise and project manage external contractors to provide information, support and monitoring during new installation and maintenance programmes.
- Carry out regular electrical checks and maintenance checks such as plant room checks, infrared photography and Fixed testing.
- Complete relevant paperwork for electrical installations or minor projects that may be completed such as EIC, Minor works certificates.
- Member of the On-call Team and provide cover for colleagues during absence. Respond personally to out-of-hours emergencies as required.
- Minimise of electrical outages and fault instances to keep the college equipment and services down time to a minimum.
- Identify possible energy saving initiatives through electrical technologies and highlight these to Maintenance Manager & College Estates Surveyor.
- maintain accurate records of all plant maintenance, servicing schedules, repairs and replacements.
- To advise the Maintenance Manager & College Estates Surveyor on electrical projects such as installation, design and maintenance, and – from time to time, advise on electrical aspects of Capex projects.
- Ensure calibration of electrical equipment and testing devices.
- Ensuring that stock levels for lamps, wiring accessories and equipment are maintained and requirements expressed with Maintenance Manager.
- Ensure correct disposal of waste relevant to electrical items such as fluorescent lamps and WEEE regulations.

Health and safety

- Observe and follow college policies relating to health and safety for maintenance work around Girton college including; COSHH, Working at height, Manual handling, Electrical safety.
- Contribute to the drafting of the electrical safety policy, in collaboration with the Maintenance Manager.

- Observe and follow college risk assessments and method statements specific to the maintenance department.
- Complete and follow training as part of CPD and health and safety requirements.
- Use of correct PPE and understanding of the correct uses.
- Ensuring materials and equipment are safely maintained for use as directed by Maintenance Manager.
- Report to the Maintenance Manager any incidents, accidents, fire or loss/damages.
- Ensure correct use of tools and equipment in maintenance department in line with specific training and codes of practices.
- Work competently on projects regarding personal safety as well as staff, students and visitors.
- Attend various college committees that requires the College Electrician to attend.
- Advise the wider College Fellowship and student body of electrical safety matters as and when required.

General Duties

- Assist with special college events such as Graduation, Balls, Weddings where required (may involve out of hours).
- Assist other members of the department with a wide variety of general maintenance and minor repair work (within his/her capabilities) as instructed by the Maintenance Manager.
- Attend departmental meetings and training that has been allocated.
- Observe and follow college policies and procedures relating to employment practices such as equal opportunities, sexual harassment, data protection act etc.
- When required and directed by the Maintenance Manager, College Estates Surveyor or Junior Bursar, assist other College Departments with a variety of maintenance and facilities works.

General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by your Line Manager and Head of Department.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Recognised electrical installation qualification with a minimum Level 3 qualification. e.g.	✓		CV and Cover Letter Interview
18 th Edition wiring regulations (BS7671:2018+A4 2026).	✓		
A recognised testing and inspection qualification e.g. City & Guilds 2391-52, EAL Awards		✓	
EV Charging, Solar, EESS, qualifications		✓	
PAT/EET Testing qualification		✓	
Qualifications in relation to installation or construction based activities e.g. iPAF, CSCS, PASMA.		✓	
Full UK driving licence.		✓	

NVQ level 3 E.g 2346-03, 2391-50, City & Guilds Diploma level experience, EAL Awards.		✓	
AM2 competence.		✓	
Skills and Experience	Essential	Desirable	Method of assessment
Good understanding of BS7671:2018+A4 IET wiring regulations.	✓		CV and Cover Letter
Understanding and proven experience of electrical drawings and certificates (Form filling - EIC,PAT, EICR).		✓	Interview
Knowledge and understanding of working within health & safety policies and procedures	✓		References
General understanding of mechanical systems such as heating and hot water.	✓		
Extensive knowledge of BS7671:2018+A4 IET wiring regulations.	✓		
Understanding and proven experience of electrical drawings and certificates (Form filling - EIC,PAT, EICR).	✓		
Knowledge and understanding of working within health & safety policies and procedures (Risk assessments, WAH, EAWR 1989).	✓		
General understanding of mechanical systems such as heating and hot water.	✓		
Knowledge and understanding of BMS Systems		✓	
Knowledge and understanding of electrical periodic testing.		✓	
Knowledge and understanding of Fire alarm detection systems.		✓	
Knowledge of boiler systems, pumps and controls.		✓	
Experience within electrical installation systems.	✓		
Experience in termination and connection of electrical supplies.	✓		
Experience in fault diagnosis and rectification works.	✓		
Experience managing electrical tasks regarding material requirements and installation methods.		✓	
Experience with hand & power tool use.	✓		
Experience of supervising electrical contractors		✓	
Experience managing medium to large electrical tasks/projects.		✓	
Experience of carrying of rectification works following EICR and knowing the requirements.		✓	
Mechanical, Ventilation and renewable technologies experience.		✓	
Experience working within listed buildings (Girton College Grade 2*)		✓	
Personal qualities	Essential	Desirable	Method of assessment
Good communication skills and ability to relay information to senior staff and colleagues.	✓		CV and Cover Letter
Ability to learn new skills and willingness to undertake.	✓		Interview
Good IT Skills.	✓		
Experience using tablet based equipment for reviewing drawings, electrical documents and emails.		✓	References

Ability to work independently or as part of a team.		✓	
Understanding of health and safety.		✓	

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

EMPLOYMENT

Salary	USSS Points 39 – 41, £36,320 - £38,448 (depending on skills and experience).
Working arrangements	Full Time, 37.5 hours per week.
Contract term	Permanent, subject to a six-month probationary period.
Annual leave	26 days paid holiday plus 8 public holidays
Other	We also offer: - Life Assurance 3 X Annual salary - Employee Assistance Programme - Workplace Pension - Health Cash Plan (MediCash) - Cycle to Work Scheme - Electric Car Scheme - Gym & swimming pool - Free Staff Lunch and refreshments - Staff discount to hold private events in College - Local Discounts via the University - Access to a Holiday Playscheme <i>Some of the above are non-contractual</i>