



Robinson College Apprentice Electrician



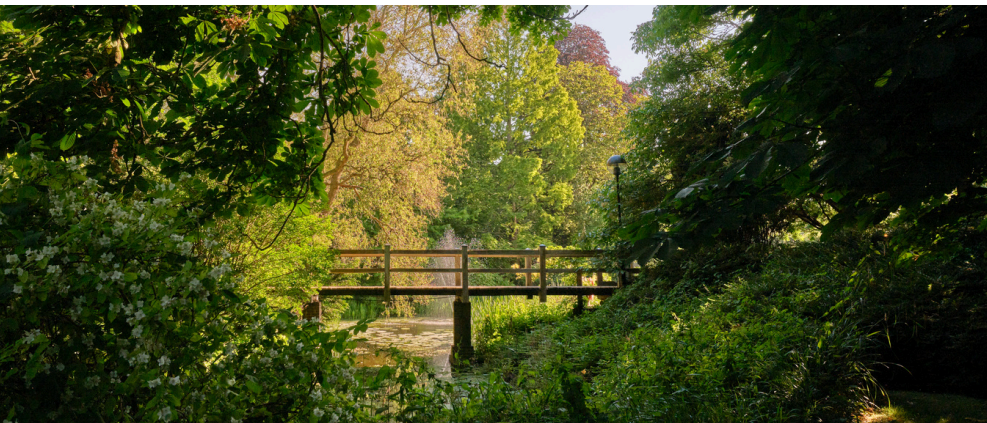
CANDIDATE INFORMATION PACK

CLOSING DATE: 27 AUGUST 2024

About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.



Reports to: Maintenance Manager Responsible for: N/A

Purpose of the job

To work with the in-house Electrician, and attend a four year apprenticeship course, to learn and develop skills and knowledge to:

- Carry out day to day repairs of circuits, fittings, and electrical appliances.
- Design and install new minor works electrical installations as required.
- Carry out small electrical & data equipment refurbishment and improvement projects in accordance with the current IEE guidance BS 7671.
- Test electrical installations to the latest edition of BS7671 standard.
- Maintain records as required by the Maintenance Manager.
- Maintain a positive and conscientious attitude towards Health and Safety at the College; maintain high level of personal awareness of all hazards and safe systems of work in use at the College.
- Maintain a high standard of workshop housekeeping and safe practices.
- Maintain safe & secure electrical materials storage & ensure specialist meters/ tools fitness for purpose.
- Support duties to aid Maintenance team colleagues.

SALARY AND CONDITIONS



- Full Time, 37 hours per week
- Fixed Term for 4 years
- Salary from £12,373 per annum, depending on age
- Based on site
- Part-time day release apprenticeship

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts –incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria

JOB DESCRIPTION



1. TASK LIST & RESPONSIBILITIES: The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis

- 1.1 Work alongside the in-house electrician to develop skills and knowledge to provide electrical support in all areas.
- 1.2 Under the guidance of the Electrician, carry out all manor of small installations (Fuse boxes, lights, appliances etc)
- 1.3 To work with the on-site maintenance team as well as contractors when and where necessary for project, install or maintenance works.
- 1.4 Under the guidance of the Electrician, undertake minor project works as instructed by the Maintenance Manager or his deputy (re-wiring part of a building or installing an item).
- 1.5 Maintain a high standard of housekeeping and safe practices. Management of equipment and tools etc.
- 1.6 Maintain safe & secure material storage & ensure specialist meters/ tools fitness for purpose.
- 1.7 Under the guidance of the Electrician, carry testing and inspections such as fixed wire, PAT testing etc.
- 1.8 Any other duty that may be required discussed and agreed with your Head of department or the Domestic Bursar.
- 1.9 Attend training seminars in relation to work responsibility e.g. Health and Safety, Compliance training, working at height or any other required training.
- 1.10 Attend and pass required apprenticeship training.
- 1.11 Any other duty that is instructed by your line manager.
- 1.12 Overtime when required though infrequent. On occasions such as May Ball.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

- 2.1 To be ready to commence duties at the appointed time.
- 2.2 To remain on duty, productively working, until the appointed finishing time.
- 2.3 To attend work as scheduled.
- 2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
- 2.5 To dress in the required College uniform / protective clothing or in accordance with our policies and procedures

3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS: Willingness and enthusiasm with which work is carried out.

- 3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.
- 3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.
- 3.3 To listen carefully to instructions and to carry them out as directed.
- 3.4 To check if you have not clearly understood what is required of you.



4. **PRODUCT/TECHINCAL KNOWLEDGE:** The knowledge and experience required to carry out this job to the expected standard

4.1 To undertake training as required in order to develop and improve your knowledge and expertise.

4.2 To be able to help and direct others accurately/correctly.

4.3 To develop general knowledge of the College location and layout, other departments' services and products and this department's services and products.

5. **ATTITUDE & BEHAVIOUR:** Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

5.1 To empathise with the individuals within the team to form positive relationships.

5.2 Positively participate to help create a good team atmosphere.

5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.

5.4 Honest and trustworthy. Pleasant in nature.

5.5 Keep your line manager advised of matters which may affect the smooth running of the department.

5.6 Demonstrate an understanding of other departments' requirements and be supportive and helpful to them.

6. **HEALTH & SAFETY & OTHER LEGAL ASPECTS:** The carrying out of duties so that self and others are not put at risk from general hazards.

6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.

6.2 Report any hazards that you observe.

6.3 Adhere to the Health & safety policy and procedures at all times.



PERSON SPECIFICATION



CRITERIA	ESSENTIAL	DESIRABLE
Education & Training	<ul style="list-style-type: none"> • 5 GCSEs at grade 4 or above (including English, maths and preferably a science or; • A relevant level 2 qualification including GCSE English and maths at grade 4 or above 	<ul style="list-style-type: none"> • Have good computer literacy skills including email, Word, Excel and basic business work record systems. • Enrolled on an electrical course
Intelligence/ Aptitude/ Attitude	<ul style="list-style-type: none"> • Motivated, and committed to an Electrical career. • Be able to work on own initiative or as part of a team. • Demonstrate a positive and conscientious attitude towards Health and safety. 	
Personality/Inter-Personal Skills	<ul style="list-style-type: none"> • Must have a flexible approach to work and duties. e.g support other team members when time allows or requested by line manager. 	
Circumstances	<ul style="list-style-type: none"> • Have good physical fitness and ability to work at heights. • Demonstrate a positive aptitude to work as a team member. • Live locally with access to transport for work and apprenticeship training 	

HOW TO APPLY



To apply please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

For an informal chat please contact Chris Tyrell, Maintenance Manager, 01223 768907.

Closing date for applications:

Tuesday 27 August 2024 at 9am

Interviews will be held on:

To be confirmed





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CB3 9AN

careers@robinson.cam.ac.uk
www.robinson.cam.ac.uk