



NOW RECRUITING

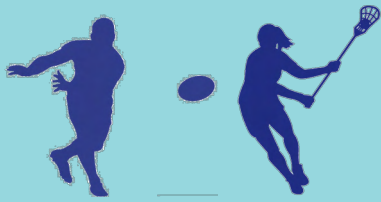
**Electrician**

**Glenalmond College**

Est. 1847

# Glenalmond at a Glance

100+



SPORTS' TEAMS

117



DEDICATED STAFF

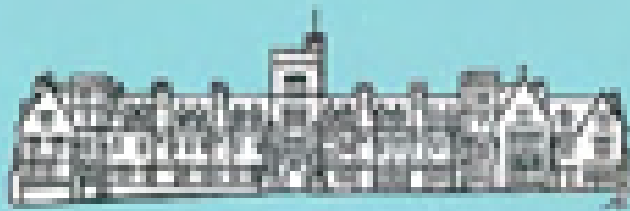
## 26 A levels

to choose from

61%

A\*/A

A level



75%

A\*/A

GCSE

80+ ACTIVITIES



Est.

1847

1: 12



STAFF: PUPIL RATIO



16 HIGHERS

## Welcome to Glenalmond

From my very first visit to Glenalmond, the College has impressed: it enjoys one of the most beautiful locations of any school in the country but is only a short distance from both Edinburgh and Glasgow, or even London.

It is an exciting and restless place of learning that takes seriously the serious business of study, but it is also a place of activity, of warmth and most importantly, of community.

Glenalmond is holding on to what is best from the past while equipping the pupils for tomorrow with a vibrant and modern education, shaped by the community in which the pupils and the teachers live, learn, and play.



A Glenalmond education is challengingly simple, and the aspiration for every pupil is to be decent, to have clear values, and have the courage to stand by them. The pupils have the best academic education they can so that they face the future with the greatest number of choices, while experiencing a rich range of opportunities; these develop competence which, in turn, provide confidence.

A foundation of clear values, confidence drawn from wide-ranging competence, and sharp minds able to synthesise, interpret and evaluate complex problems help young adults to respond with agility and lead in this ever-changing world.

As Warden, it is my privilege and my happy responsibility to identify people to join this close community. We are a dedicated staff who begin each day with excitement - excitement at the impact we will have on others, excitement at the rewards our work offers, and excitement at the fun we will have. I hope you too will feel this as you help shape the lives of the young people in our care but also preserve what makes Glenalmond so very special.

I look forward to welcoming you to Glenalmond.

A handwritten signature in black ink that reads "Mr. P. Alderson."

Dr M. P. Alderson  
Warden





## A Glenalmond Education



It is easy to identify a good school as one with good results, victories on the sports' pitch, and virtuoso musicians – and Glenalmond has all these – but the ultimate test of any community is in its courage and integrity and whether the people are good.

So what is a Glenalmond Education?

Simply, this:

- we want pupils to be decent, to have clear values, and have the courage to stand by them;
- we want pupils to have the best academic education they can so that they face the future with the greatest number of choices;
- finally, we want them to experience a rich range of opportunities as these will develop competence which, in turn, will provide confidence.







# Glenalmond College

## Introduction

Founded in 1847 as the College of the Holy and Undivided Trinity, Glenalmond's original purpose was to combine 'General Education with Domestic Discipline and Systematic Religious Instruction'; from the very beginning, the College was destined to be a community in which the serious business of study was taken seriously and in which both pupil and teacher would live alongside one another.

Glenalmond is set in the stunning Perthshire countryside and enjoys magnificent grounds of over 300 acres in an unrivalled setting at the edge of the Highlands, offering the peace and beauty of the natural environment with all the excitement that a vibrant community of learning offers.

Since 1990, Glenalmond has been a fully co-educational boarding and day school, and now educates over 360 pupils aged 12-18, divided equally between girls and boys, and of whom over three quarters are full boarders and the remaining day pupils. While Chapel remains a central feature of daily life, the College is a modern, open, and diverse community, and welcomes pupils of all faiths and none. Pupils follow GCSE and A-level curricula, although some opt for Highers, and the Sixth Form is the ultimate and exciting final stage to a Glenalmond education which sees all progress to university.

The education the College offers – the academic, the co-curricular, and the individual's character – are of the highest quality. The highest priority is given to our academic achievement, but we ensure that our value added tells a story of individual success. We know our pupils and, importantly, their families, and outstanding pastoral care is the hallmark of Glenalmond, and through a varied enrichment and co-curricular programme, we challenge the pupils as individuals and collectively as a body.

To be a pupil here is to experience a sense of sheer excitement and the vibrancy of a life where its strength lies in our community. A cohesive group that lives and belongs together, that shares the same values, that looks out for and cares for one another, challenges each member to excellence, contributes to the common goal, offering a helping hand when needed, and shares successes.

As the College approaches 2022, we will proudly celebrate our 175th anniversary, while using our heritage and tradition as a foundation for innovation in teaching, in staff development, and our use of technology to awaken curiosity and to frame the questions of tomorrow.



## Location

Set against the dramatic backdrop of the Highlands, Glenalmond enjoys one of the most beautiful locations of any school in the country but is only a short distance from both Edinburgh and Glasgow, or even London.



The College is situated in 300 acres of stunning countryside in rural Perthshire, Scotland. The city of Perth is just over 10 miles away with easy access by motorway to Stirling and Dunblane.





# Glenalmond College

## The Position

### Electrician

This is an exciting time to join the College, with an ambitious programme of development scheduled for the 175th anniversary, aspirations for global partnerships, and increasing interest for boarding places in a beautiful setting that affords pupils with the space and time to learn.

300 acres and a range of buildings, many historic and listed, brings charm and beauty, but also requires significant upkeep and a thorough schedule of works.

The College Electrician is responsible for ensuring all College property electrical systems (including on-campus homes) are installed, maintained and provide a dependable service whilst ensuring compliance with all electrical and health & safety regulations.

Given the varied nature of boarding school life, flexibility is a key element of this position and the ability to move between varied tasks, sometimes at short notice. The Electrician works effectively with others by creating and maintaining good relationships and communication.

Appointment is from March, but the start date can be flexible for the right candidate. This position is full-time with an excellent benefits package.



# Glenalmond College

## Situation

The Electrician is based from the heart of the historic College, just off the Front Quad. They will be an important member of the support staff and play an important role in maintenance of the campus.

## Staffing

In 2021/22, the College employs 131 members of staff across all departments.

At the College, and within all teams, there is a strong emphasis on teamwork, mutual support and flexibility, and the College provides opportunities for innovation and development.

Members of the Support staff are appraised every year. This process provides an opportunity to review progress and identify future opportunities for development.

## The Campus

Glenalmond College is located in 300 acres of stunning countryside in rural Perthshire; its extensive campus comprises significant grounds, historic, listed early Victorian buildings as well as more modern developments.

It is an unrivalled setting to show potential families around and also a beautiful location to work at, with unrivalled vistas and fresh air for a lunchtime walk.









# Glenalmond College

## **Job Title: Electrician**

### **Reports to: Clerk of Works**

#### **Principal Accountabilities**

Responsible for the installation, servicing, maintenance and repair of electrical systems and appliances throughout the College to the standards required by IEE.

#### **Key Responsibilities of Post**

- Maintenance, repair and renewal of all electrical equipment throughout the School as directed.
- Store-keeping and ordering of electrical supplies.
- Maintenance and repair of School and staff house electrical systems as directed.
- Reading electrical meters in properties fed from the School's main supplies.
- Informing line management about outstanding electrical maintenance issues and loading issues and any other aspects concerning electrical safety or efficiency.
- General assistance with the implementation of the routine estates maintenance programme and any other tasks as instructed, in particular assisting other members of the maintenance staff when artisan tasks require assistance.

#### **Routine Duties**

- Liaise with School staff and other maintenance contractors regarding maintenance and repair works.
- Assist other members of the maintenance staff when electrical related tasks are involved in their work.
- General estates tasks throughout the School, assisting other maintenance and grounds staff as requested throughout the School.
- Collection and delivery of supplies within and out with the School.
- Attend such training courses as are deemed appropriate to your roll and responsibilities.
- Assist with general security of School pupils, staff and facilities by monitoring the movements of visitors etc.
- Ensure that the Health & Safety of yourself, your colleagues, the staff and pupils is not compromised in any way during the execution of your duties.

#### **Job Challenges / Problem Solving**

The role demands constant juggling between the commercial needs of the college and the personal needs of those living on site. In addition, the importance of the protection of the children at the school must always be front of mind and may result in works being delayed to accommodate the requirement of this particular group. Due to the historic nature of the buildings, the mapping/recording and updating of the electrical systems is complex but key to the successful fulfilment of the role.



# Glenalmond College

## **Additional Information**

Whilst working hours are contracted, the post holder will be expected to take a responsible attitude to delivering work objectives, which may involve on occasion working longer hours, weekends and evenings as required. The role requires that the incumbent is comfortable working in isolation and if required at heights or in confined spaces.

The job description is neither exclusive nor exhaustive and will be subject to periodic revision in line with the objectives of the operational or support strategies following discussions with the post holder.



	Essential	Desirable	Method of Evaluation
<b>Qualifications &amp; Experience</b>			
Electrical trade Qualifications	<input type="checkbox"/>		A
Full UK Driving Licence	<input type="checkbox"/>		A
Fire Safety and Health and Safety Qualifications		<input type="checkbox"/>	A
First Aid at Work		<input type="checkbox"/>	A
Experience in facilities management		<input type="checkbox"/>	A
Experience in a School/Education environment		<input type="checkbox"/>	A
Working Knowledge of H&S Procedures	<input type="checkbox"/>		A/I
Proven organisational, communication, and team skills	<input type="checkbox"/>		I
Significant experience in the use of IT to deliver outcomes for an organisation	<input type="checkbox"/>		I
The ability to write and verbally communicate messages that are clear and distinctly courteous	<input type="checkbox"/>		A/I
Certified at the enhanced PVG level (check undertaken prior to employment)	<input type="checkbox"/>		A
<b>Knowledge &amp; Skills</b>			
Excellent organisational skills	<input type="checkbox"/>		I
Excellent communication skills	<input type="checkbox"/>		I
Excellent people management skills	<input type="checkbox"/>		I
Versatile by character with a willingness to be involved with any and all teams across the school	<input type="checkbox"/>		I
Ability to multi task and deliver high quality work under tight deadlines	<input type="checkbox"/>		I
Meticulous attention to detail	<input type="checkbox"/>		I
A commitment to promoting and safeguarding the welfare of children	<input type="checkbox"/>		I



## **Terms**

### **Hours of work**

This is a full-time post:

- 37.5 hours per week Monday to Friday routinely,
- a 1 hour break for lunch

### **Salary**

A competitive salary will be offered by negotiation with the successful candidate; complimentary refreshments are offered during hours of work and a good working environment as part of a close-knit team.

### **Pension**

The College provides a workplace pension; this is a money purchase scheme, whereby members contribute a minimum of 2.67% of eligible salary and the College 5.64%.

### **Holiday Entitlement**

Support staff are entitled to 30 days holiday per annum, plus 10 statutory holidays; full-time staff are required to take 5 of these holidays days during the efficiency closure at Christmas. Holidays should expect to be taken during the school holiday periods and always by prior agreement by the Bursar.

## The Application

### The Application

All applications are to be submitted on the College's application form for Support Staff; these are obtainable from the College website:

[www.glenalmondcollege.co.uk/about-us/job-vacancies](http://www.glenalmondcollege.co.uk/about-us/job-vacancies)

Please complete this form and submit this together with a covering letter detailing your reasons for applying for the post and your suitability for the position. Please return completed application forms electronically to:

[recruitment@glenalmondcollege.co.uk](mailto:recruitment@glenalmondcollege.co.uk)

### The Deadline

The deadline for all applications is 1 pm, 18th March 2022 but please feel free to submit your application as soon as possible.

We reserve the right to interview and appoint at any time in the recruitment process.

### The Interview

The appointment process will include an interview, a skills test, the opportunity to meet colleagues, as well as visit the College. Further details and a schedule will be provided in advance of the interview. Interviews will take place in the week commencing 21st March 2022.

### Safeguarding

Glenalmond College is committed to promoting the safeguarding of children and expects all its employees to share this commitment. Any job offer will be made subject to satisfactory checks with previous employers, including an enhanced check with Disclosure Scotland. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

### Equal Opportunities

Glenalmond College is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.





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