

<b>Job Title:</b>	<b>Senior Building Surveyor</b>	<b>Reports To:</b>	<b>Director of Operations</b>
<b>Location:</b>	<b>Hybrid</b>	<b>Accountable To:</b>	<b>Director of Operations</b>
<b>Salary/Grade:</b>	<b>Grade I (£46,142 - £51,356)</b>	<b>Hours of Work:</b>	<b>Permanent Full Time (37.5 hours per week)</b>

## Principle Purpose of the Role

The Building Surveyor will provide a comprehensive, high quality, solutions focused building surveying service across the Trust. Contributing to the transformation and continuous improvement of the Reach South estate, in support of the delivery of the Trust's Strategic Development Plan. The post holder will identify maintenance issues and improvement projects, design and specify solutions, procure building contractors, and administer construction projects across the estate. The postholder will also contribute to the development and maintenance of an asset management plan, along with providing building surveying services in relation to Trust growth and associated due diligence reports. The postholder will advise solutions to maintenance issues, including guidance on associated costs.

## Key Duties

- To identify, assess, plan, design, procure and contract administer construction and maintenance related projects.
- Day to day management of routine and emergency site-based projects and contract management of outsourced service providers, providing technical property and project management advice to the Director of Operations and identified stakeholders.
- To ensure all associated statutory compliance to projects, including the making of planning and building regulations applications.
- To ensure compliance with the Building Safety Act 2022 and CDM regulations.
- To detail and specify construction and maintenance projects, advise the form of construction contract and to procure the associated construction and maintenance works, ensuring full compliance with Trust procurement policy, ensuring best value.
- To prepare and administer JCT Building Contracts as appropriate to the size, complexity and risk of the project.
- To manage service providers undertaking allocated works, including pre-start meetings, onsite health and safety, regular site inspections of works, witness testing and commissioning, receive and audit O&Ms, receive handover of projects and ensure adherence to legal compliance.
- To provide quantity surveying services for construction and maintenance projects, preparing and issuing associated certificates and processing of associated invoices.
- Following project completion, to ensure that maintenance contracts (fire safety systems, lifts, electrical services, water, PAT testing, security etc.) from O&Ms are issued to the Estates Operations Manager.

- To ensure project records are kept up to date and accurate including O&M Manuals, asset register, asbestos register and building log etc.
- To lead meetings as appropriate throughout the project, including pre-start, progress and practical completion.
- To carry out defects inspections and ensure that any identified defects are attended to as appropriate to the form of contract and rectification period.
- To review, maintain and deliver a 5-year asset management plan for the estate.
- To support the growth of the Trust by visiting potential new settings and providing a report to the Director of Operations in respect of current and future condition, maintenance and spatial considerations.
- To ensure all key stakeholders are kept fully informed in respect of project progress any estates related matters. Key stakeholders will include the Headteacher and the Regional Director.
- To produce CAD drawings, plans and specifications as required.
- To advise on condition and maintenance issues and to prepare technical reports as required.
- Demonstrating and developing professional expertise and service excellence individually and as part of the estates team, including working flexibly to undertake duties which contribute to the team and Reach South objectives and values.
- Providing mentorship, guidance and support to members of the school site teams.
- Positively engaging in and promoting health and wellbeing at work.
- To maintain designated databases / files, to review and report on as required.
- To comply with and promote all Trust policies, including safeguarding, health and safety, and equality & diversity.
- Responsible for line managing the Building Surveyor role(s), ensuring tasks are appropriately assigned within the team to meet the operational needs of the estate.

## Financial

- To monitor and manage individual project budgets in accordance with Trust financial and procurement policies.
- Provide the Director of Operations with budget projections to inform forward planning.
- Engage external contractors and service providers and raise work and purchase orders as required.

- Ensure proper and timely payment to contractors, consultants and other suppliers engaged to support delivery of facilities and property management functions.
- To support the Director of Operations with the overall management of the Trust's maintenance budgets.

## Health and Safety

- Keep up to date with health and safety requirements relating to estates management and associated works, including health and safety in relation to the normal operational function of a school, liaising closely with the Trust's Health and Safety Advisor.
- Ensure that contractors supplying services to the estate fully understand Reach South health and safety requirements, and works are undertaken and monitored in line with those requirements, policies and legislation.

## Corporate Accountabilities

- All employees have a responsibility to support the Trust's commitment to safeguarding and prioritising the welfare of children and young people and to demonstrate this in your day-to-day work.
- All employees have a responsibility to adhere to health and safety practices and policies in place to always ensure the safety of themselves and other stake holders.
- All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the General Data Protection Regulations and data protection policies.
- All employees are required to understand and perform their role in line with the Trust's values and ethos in supporting the school and Trust to provide a high-quality education to our students.
- All employees are expected to always conduct themselves in line with the Trust's Appropriate Workplace Behaviour Policy.

## Person Specification

	Essential	Desirable
Education and Training	Degree in Building Surveying  Professional / vocational qualification relevant to workplace management or relevant experience	Membership of RICS or similar

Experience	<p>Minimum 5 years post-qualified experience in a building surveying role</p> <p>Demonstrable experience administering JCT construction contracts</p> <p>Demonstrable experience providing building condition surveys, including solutions and cost estimates</p> <p>Strategic thinking, identifying priorities and an awareness of wider issues affecting spatial management</p> <p>Demonstrable experience of managing multiple projects</p> <p>Demonstrable experience of detailing, specifying, procuring and administering construction and maintenance projects.</p> <p>Evidence of ensuring statutory compliance and ensuring health and safety in relation to construction maintenance projects</p> <p>Demonstrable experience of line management</p> <p>Demonstrable experience of maintenance budget management</p>	<p>Contributing to the development of policy and procedures</p>
Knowledge, Skills and Abilities	<p>Enhanced understanding and knowledge of building surveying, including associated work processes. In addition, an understanding of legislation relating to building and health and safety legislation and compliance management, as well as knowledge of procurement processes</p> <p>Knowledge of the Building Safety Act 2022, CDM regulations and legal contracts</p> <p>Proven track record of preparing, maintaining and managing budgets, and control and management of financial expenditure within defined budgets, interpreting management reports and cost control procedures.</p> <p>Working knowledge of IT systems such as MS Project, Office, and AutoCAD</p> <p>Well-developed interpersonal skills to deal with a wide variety of complex, sensitive and / or contentious situations</p> <p>High standard of written communication,</p>	<p>Works effectively and inclusively to achieve a shared agenda with colleagues and stakeholders across the Trust</p> <p>Confidence and high standard of verbal communication to be assertive, and to be able to convey ideas and advise clearly and concisely to all levels of stakeholders</p> <p>High personal credibility with colleagues, senior managers, employee representatives, and other stakeholders.</p> <p>Demonstrates exceptional analytical, negotiation, influencing, persuasion, problem-solving, and planning abilities, with a strong capability to produce, interpret, and analyse data</p>

	<p>able to write fluently and concisely in an informative manner with a high level of attention to detail e.g. letters, reports, policies</p> <p>Project management techniques and procedures.</p> <p>Ability to facilitate a wide range of concurrent projects and responsibilities and achieve and maintain effective work performance.</p> <p>Approachable and consistent in all interactions with a proactive 'can do' positive attitude.</p> <p>Flexible approach to working and will work outside of normal working hours when required.</p>	
Further Requirements	<p>Commitment to Equality and Diversity</p> <p>Able to display awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults.</p> <p>Due to the nature of the role, the ability and willingness to work at and travel to different Trust settings on a regular basis is essential.</p>	





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