

# Job Description

**Post: Cluster Surveying Partner**

**Responsible to:**

Head of Estates and Facilities

**Location of role:**

Home based/Mobile Worker

**About the Role**

The Cluster Surveying Partner will be accountable to the Head of Estates and Facilities for ensuring high quality building and estate maintenance surveying, condition surveying, preparation of maintenance plans, cost estimates, statutory compliance and the delivery of associated minor capital improvement projects to meet the needs of the Trust on an individual school basis and to proactively support schools in maintaining their buildings and wider school environment in a safe and compliant manner.

**Key Responsibilities & Demands**

- Assessment of all maintenance and condition requirements within a designated clusters of REAchie2 Academies.
- The production of associated cost estimates for the identified maintenance requirements.
- Supporting the production of short, medium and long-term maintenance plans for cluster academies.
- Liaison with the Estates Team and to support with the production of Cluster and Trust-wide assessments and reports.
- Technical design, specification, tendering, contract administration and project management of minor capital projects including management of / liaison with contractors and consultants all in accordance with the established Estates Project Checklist and standard Contract Management Documents – this to include supporting the production and maintenance of the Estates Approved Contractors List.
- Close liaison with academies to provide professional estates guidance and support to the individual site-based teams.
- Within a designated cluster/s of REAchie2 Academies; participate in and support a process of collaborative and effective communication and sharing of good practice between Academies – this to include supporting Cluster Boards, advising on cluster risk management issues and attending Operational Success Workshops.
- Play a fundamental part in implementing and delivering the Estates Core Offer / SLA including wider issues of supporting Ofsted Inspections and supporting Trust Transformation Schools.

- Issuing of appropriate records of advice / guidance provided to Academies via the Estates Advisory Notice System.
- Support individual Academies in terms of statutory compliance and term-maintenance including carrying out periodic audits of same in conjunction with the Compliance Officer.
- Support individual Academies with their own school-self-delivered projects alongside general implementation of the Estates Project Consent System – support the Project Surveyor in the auditing of compliance relating to those projects.
- Support schools, where requested, in relation to appointment and induction of new premises staff.
- Representing the Estates Team, as and when appropriate, on site, at meetings and in communications with all external stakeholders (e.g. Local Authorities, Loss Adjustors and HSE) and internal stakeholders (e.g. Head Teachers, SBM's, Site Managers and Trust Central Team).
- Providing a support or deputising function to the Project Surveyor, as and when appropriate, in respect of major capital projects (including Central and / or Local Government funded major capital projects) at REAchie2 Academies – this to include to support to stakeholders, Programme Team and Academies by means of attendance at relevant meetings, assisting with snagging and defects and the supporting the seamless integration of new schools, conversions and transfers into the existing Trust portfolio as directed by the Project Surveyor and / or Head of Service.
- To ensure that projects are carried out within approved budgets and agreed time scales.
- Monitoring the expenditure of delegated maintenance budgets in relation to a designated cluster/s of REAchie2 Academies – this to include general administration and support in relation to processing purchase orders, invoices, valuations and payment certificates etc.
- Promoting and developing the highest quality of design and constructional standards of building with particular emphasis on current best practice, value-for-money and cost-in-use whilst ensuring compliance with REAchie2 policy, current legislation and codes of practice.
- Obtaining at the appropriate time, all necessary statutory, REAchie2 and other approvals by preparing documentation / drawings for all relevant Planning, Building Regulation and other statutory approvals along with landlord's consent as required.
- Ensuring that all projects comply with the design guidance and controlling regulations of the appropriate Government Departments and statutory advisory bodies'
- Effective liaison with representatives of the aforementioned bodies.
- Actively pursuing the attainment and practice of the REAchie2 Inspiration Ltd key business objectives and shared values.
- Comply with all REAchie2 Health, Safety and Welfare Policy including risk assessment procedures and specific health & safety responsibilities relating to construction projects, e.g. CDM, Permits to Work etc.
- The undertaking of ad-hoc tasks, within the normal remit of this job description, or other reasonable duties commensurate with the grading, overall function and level of responsibility of the post and as dictated by the needs of the Trust. (Note that this could necessitate attending meetings outside of a normal designated cluster of schools or

occasionally visiting any REAchie2 Academy when required in support of colleagues e.g. covering counterparts annual leave absences).

### **Working Conditions**

The role is one of mobile working from a home-base and is predicated on regular and frequent visits to schools. Such visits will include:

- Regular and frequent driving.
- Surveys / condition surveys in all prevailing weather conditions.
- Working from height (e.g. flat roofs) in pursuance of survey requirements.
- Accessing limited spaces (e.g. boiler houses / basements) in pursuance of survey requirements.
- Regular access to active construction sites.

# Person Specification

KNOWLEDGE & SKILLS REQUIRED	ESSENTIAL OR DESIRED?
<b>Knowledge:</b>	
• Education to HNC level or equivalent in a relevant subject area.	E
• Relevant professional qualification.	D
• Evidence of post-qualification experience in a relevant or related role.	E
• Practical / working knowledge of health and safety as it applies to building maintenance, the construction process and statutory compliance in schools.	E
• Demonstrable experience in the general assessment of maintenance requirements, along with the production of associated cost estimates, technical detailing, tendering, contract administration and project management.	E
• Possess a sound grasp of building construction, maintenance and construction cost planning with, ideally, reference to schools.	E
• Ability to produce cost estimated and simple short, medium- and long-term school building maintenance plans and projects.	E
• Knowledge of procurement and construction techniques, construction contracts, current legislation, statutory and regulatory requirements relating to property.	E
• Knowledge of contract administration and project management relating to construction projects.	E
• An understanding of specification writing and tendering processes.	E
• Knowledge of relevant legislation, national performance standards (e.g. Building Bulletins) and statutory requirements as they relate to property and construction.	E
<b>Mental Skills:</b>	
• Well organized, efficient and hard working.	E
• Ability to prioritise and meet agreed deadlines.	E
• Capable of working with a minimum of supervision and on own initiative.	E
• Occasionally, a flexible approach to working hours may be required.	E
<b>Interpersonal &amp; Communication Skills:</b>	
• Possess good inter-personal skills.	E
• To work effectively as part of a team and for extensive	E

<p>periods individually.</p> <ul style="list-style-type: none"> <li>• Have the ability to communicate effectively in both written and verbal formats.</li> <li>• To be approachable, assertive and confident.</li> </ul>	<p>E</p> <p>E</p>
<p><b>Physical Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to use AutoCAD would be a distinct advantage for the purposes of producing new drawings and updating existing drawings in relation to projects.</li> <li>• Proficient in the use of ICT equipment and software including MS Word and Excel as well as software for Asset Management and statutory compliance.</li> <li>• Ability to organise and co-ordinate production of documentation for building contracts.</li> <li>• Proficiency in using National Building Specification and / or other recognised industry-standard documentation.</li> <li>• Physical capability to work safely outdoors and on construction in all prevailing weather conditions.</li> <li>• A full driving license and access to a car (insured for business use) is essential to the post – travel will mainly be within the designated cluster with some occasional requirements to travel outside of that cluster.</li> </ul>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Other:</b></p> <p>Right to Work in the UK</p>	<p>E</p>

All staff are expected to understand and be committed and to contribute to  
Trust's commitment to Equal Opportunities for all.