



**GORDONSTOUN**

Broader experiences, broader minds.

## **BUILDING SURVEYOR & CLERK OF WORKS**

**Reports to:** Head of Estates

**Job Purpose:** The Maintenance, Grounds and Security teams are fundamental to the smooth running of Gordonstoun School, with responsibility for the maintenance, upkeep and security of more than 50 buildings, roads, utilities and a sewage plant. The team spends an operational budget of over £1m each year, alongside a capital budget of £4-5m and comprises a group of 23 directly managed staff, across 3 teams.

A major investment programme is underway at Gordonstoun to ensure that the School Estate continues to support the Schools ambition; this means investment in new buildings but also in the preservation and augmentation of the older part of its estate, through intelligent resource allocation and process.

The School has just completed the first phase of a multi-phase masterplan to transform the campus in time for its centenary in 2034, whilst concurrently developing a sustainability strategy that the staff, students and parents can be proud of.

Reporting to the Head of Estates and working very closely with the Director of Estates, you will be responsible for providing both a Building Survey and Clerk of Works service in connection with our capital works investment plans across the Estate. The works will comprise small, medium and large projects ranging from tens of thousands to ten million pounds. These projects will be undertaken by contractors appointed under different contract forms.

This will mean forging strong relationships with key stakeholders, understanding complex infrastructure challenges and helping develop empathetic infrastructure plans in support of the School's strategic and tactical objectives.

A key part of the role will be in developing a wider contractor base for the School, in order to be able to deliver concurrent and consecutive projects. This will mean using skills and experience in PM, QS and QA to ensure that comprehensive project paperwork leads to accurate tendering, timely delivery and quality workmanship.

**Grade and working hours: Grade 6, 37.5 hours per week**

**Responsibilities of all members of staff:**

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

**Major responsibilities of the role:**

Develop excellent relationships with key customers across the School, including the Senior Leadership team (SLT), Pastoral Leadership Team (PAS) and Academic Leadership Team (ACA).

Procurement:

- Support the Director of Estates who will, together with the Head of Finance, develop and implement a procurement strategy for your teams.
- Ensure that goods and services procured provide economy, efficiency, effectiveness and equity.
- Support the Director of Gordonstoun International Summer School and Enterprises to develop long term, fruitful partnerships with suppliers that maximise the value-added services throughout our supply chain but with particular emphasis on increasing our pool of suitable contractors.

Compliance:

Compliance is at the heart of this role and the School must meet the demands of different regulatory organisations by:

- Ensuring that all compliance requirements are understood and updated.
- Ensuring that all compliance requirements are met throughout the responsibilities and activities of the Maintenance and Grounds teams.

As we implement process to support this, you will help the Head of Estates in driving continuous process improvement across the Estates team.

Support the Head of Estates to ensure that all processes and procedures in the Maintenance and Grounds teams are mapped and documented in line with EFQM, ISO 9001 or similar.

Lead on the delivery of projects in support of the Estates Development Plan programme.

Develop excellent relationships with your counterparts in other schools to learn from their experiences.

Liaising with the Director of Estates, Site Supervisor, Project Managers and Design Team as required in relation to the Masterplan.

Take responsibility for the effectiveness of maintenance on-call duties.

Provide a Building Surveyor service for the School, to include:

- Determine the condition of existing buildings, identify and analyse defects for repair
- Develop pro-active plans and schedules for routine, cyclical and preventative maintenance
- Prepare cost and time estimates that will allow resource planning for both in-house and outsourced works
- Organise documents for tender and advise on appointing contractors, designers and procurement routes
- Carry out feasibility studies
- In conjunction with the Estates Programme Manager, ensure projects are completed on budget and to schedule
- Advise clients on schemes and projects and determine requirements
- Prepare scheme designs with costings, programmes for completion of projects and specification of works
- Advise on energy efficiency, environmental impact and sustainable construction
- Instruct on the preservation/conservation of historic buildings
- Advise on the management and supervision of maintenance of buildings
- Deal with planning applications and advise on property legislation and building regulations
- Instruct on construction design and management regulations

Provide a Clerk of Works service across the full range of project works:

- Agree joint quality control procedures with the constructor/contractor in accordance with the School's requirements and audit such procedures and records to ensure that quality control inspections are effective and efficient
- Maintain a critical but constructive relationship with contractors' supervisory staff
- Ensure that project briefs are sufficiently detailed by liaising with advocates, stakeholders and contractors
- Develop a communication plan including a reporting pack
- Carry out site visits at least weekly, to all sites to:
  1. Ensure that materials, construction standards, and site practices meet our requirements.
  2. Prepare a Health and Safety report.
- Record the outcome of these visits and include in the project reporting pack.
- Inspect finished work, prepare schedules of, and supervise, remedial works and provide certification of standards of work as appropriate
- Where appropriate, schedule snagging items and defects at practical completion and at the end of the defect's liability period
- Prepare specifications and issue direct orders to the contractor for various minor works and defects
- Check invoices against prepared schedules
- Liaise with visiting inspectors (e.g. Building Control Officer, Drainage Inspector, etc.)
- Carry out duties to meet Health and Safety regulations, including CDM regulations on site and to monitor and instruct contractors/constructors on Health and Safety and Employment Practices

- Provide directly, or through the Project Manager/Client Representative, technical advice, and supervision where a Building Control Officer is not directly involved on site
- Provide appropriate level of supervision of trades employed as outside contractors, including standards of workmanship, taking account of new products, technical requirements, and changing contracting and subcontracting practices
- Ensure that the specification of works includes drawings and pictures where appropriate, including underground services
- Index and file all drawings and correspondence
- Ensure excellent channels of communication exist with stakeholders to ensure issues are dealt with effectively and efficiently
- Attend Project and site meetings as necessary
- Such other minor and/or non-recurring duties, appropriate to the post as may be directed

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> <li>• High level of GCSE/SQA qualification or higher (or equivalent)</li> <li>• Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification/certification in Health and Safety</li> <li>• Qualification/certification in Maintenance and/or Facilities Management</li> <li>• Qualification/certification in Project Management</li> </ul>	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> <li>• Excellent understanding of all elements of maintenance management including systems, organisation, capital development, building works, planning regulation.</li> <li>• Excellent understanding and working knowledge of health and safety, fire safety, environmental health, environmental protection, planning, energy, landlord and other regulations that a modern Maintenance/Grounds team have to comply with.</li> <li>• Good working knowledge of financial management, including budgeting, forecast and variance analysis.</li> <li>• Knowledge of traditional, agile and/or adaptive project management techniques and associated documentation.</li> <li>• Knowledge of quality improvement techniques.</li> <li>• Understanding of and commitment to education.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of emergency/contingency/ disaster recovery planning.</li> <li>• A working knowledge of the independent education sector.</li> </ul>	Application form Interview Tasks
Skills and experience	<ul style="list-style-type: none"> <li>• Experience in leading and managing others.</li> <li>• Experience of compliance management.</li> <li>• Experience of process improvement.</li> <li>• Proficiency in MS Excel, Word and PowerPoint.</li> <li>• Excellent writing, communication and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working efficiently as part of a team and as an individual within a construction environment</li> <li>• Managerial or supervisory training such as Leadership Matters</li> <li>• Experience of managing projects and influencing beyond your authority to deliver results.</li> <li>• Experience of working in education, the civil service or a charity environment.</li> </ul>	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> <li>• Conscientious and diligent, with excellent attention to detail.</li> <li>• A proven track record of strong working relationships with colleagues and external contacts.</li> <li>• An inspiring and motivating leader, able to build good morale in the team.</li> <li>• Enthusiastic, diplomatic and calm under pressure.</li> <li>• A proven track record of strong working relationships with students, colleagues and customers.</li> <li>• A positive and proactive attitude to manage a high volume of work.</li> <li>• Flexible, with a can-do attitude.</li> <li>• Someone who creates a positive and cooperative working environment.</li> <li>• A commitment to Gordonstoun's unique educational ethos.</li> <li>• A commitment to doing the best for students from diverse cultural backgrounds.</li> </ul>		Interview Task
Child protection	<ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• A full PVG check will be completed on the successful candidate</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with or within an environment with children and young people</li> </ul>	References PVG check