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| **Job Title** | Estates Surveyor / Project Manager |
| **Reports to** | Chief Building Surveyor |

**Job Purpose**

To support on various buildings and refurbishment projects including residential, boarding houses and school buildings – helping to deliver these projects and manage contractors and consultants.

You will be employed within the Buildings Department of the College, working with a small team of in-house building surveyors, responsible for property and facilities management of the College estate, including the maintenance, repair, improvement of existing buildings and new development.

Continual professional development and/or obtaining relevant qualifications will be supported as part of this role reflecting the department’s ever expanding and increasingly specialist workloads.

**Key Tasks and Responsibilities**

* To assist on various refurbishment projects.
* Obtain competitive quotes for building works; including preparation of drawings and specification using AutoCAD LT (training will be provided if needed).
* Project management; including basic contact administration and financial management.
* To support and use the College’s Computer Aided Facility Management System (CAFM) – the College uses Concept Evolution software) to maintain its Asset Register and Property Planned Maintenance.
* Co-ordinate with external consultants and other College Departments on building works to best support works alongside on-going school activities.
* Share knowledge with and mentor (where applicable) other members of the team;
* Deputise for, and assist, the College’s Asbestos Coordinator with inspections and recording of known asbestos containing materials on site.
* Archive and information administration to keep property records up to date.
* Work in accordance with current Health & Safety legislation, and the College policies, to support best practice.
* Carry out any other duties as reasonably requested by your line manager.
* Commitment and promotion of equality, diversity & inclusion.
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential.
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood.
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Evidence training and / or experience in a property/project management or surveying role.
* A working knowledge of statutory regulations and need to ensure compliant buildings and estate.
* Understanding of contracts, Building Regulations, Town and Country Planning General Regulations, Construction (Design and Management) Regulations and Health & Safety standards relevant to the role.
* Ability to work independently, at pace and under pressure, exercising good initiative and judgement whilst also being comfortable working as part of a team on larger projects.
* A working knowledge of Computer Aided Facilities Management systems is an advantage.
* Demonstrable experience and skills managing sensitive customer relationships in a complex high-pressure organisation, and to ensure a high level of customer care and satisfaction.
* Computer Aided Design (CAD) expertise or knowledge of an advantage, albeit training can be given.

**Working Pattern**

* Your working hours will be 37.5 hours a week. Some flexibility is required as a response to peak workloads.
* You will be entitled to 21 days of holiday.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.