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| **Job Title** | Trainee Buildings Surveyor |
| **Reports to** | Chief Building Surveyor |

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| **Job Purpose** |
| Eton College is intending to recruit a Trainee Building Surveyor to join a small group of in-house surveyors. The post holder will be employed within the Buildings Department of the College, which is responsible for the complete facilities management of the College estate, including the maintenance, repair and improvement of the existing buildings, as well as any new development.  The position will involve assisting qualified surveyors in the design and procurement of both minor and major building works as well as monitoring construction site work and other Client Representative duties. Assistance will also be required in surveying existing buildings to assist in the preparation of future maintenance schedules. There will also be a necessary amount of general administrative duties. A wide variety of workload can be guaranteed and the role will suit an enthusiastic person who is interested to pursue a career in Building Surveying and the built environment and will especially interest those who wish to work for a client body within a heritage environment. |

**Key Tasks and Responsibilities**

* Assist the Building Surveying team in general surveying duties
* Assist in the preparation of drawings and specifications to be included in tender documents.
* Prepare drawings using Computer Aided Design software
* Prepare updated record drawings of buildings using CAD software and archive historic plans
* Assist in undertaking measured site surveys
* Maintain technical and property archive

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| **Skills and Competencies Required**  To be successful in this role, the incumbent should have   * Good level of literacy and numeracy * Good level of IT knowledge and willingness to become familiar with Word, Excel and other technical software * Good communication skills and personable character * Three A levels at C grade (4) or equivalent qualification   *Also, the post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to, and ensure compliance with, the school’s Child Protection Policy Statement at all times.* |