



## MARLBOROUGH COLLEGE

### Job Description

**POSITION:** Estates Building Surveyor

**DEPARTMENT:** Estates

**REPORTING TO:** Estates Bursar

**SALARY:** Salary dependent on experience

**HOURS OF WORK:** 39 Hours per week, 52 weeks per year.

There will be a requirement to be on a rota for telephone standby for out-of-hours emergencies for which an appropriate allowance will be paid.

### The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at [www.marlboroughcollege.org](http://www.marlboroughcollege.org).

## **Estates Department**

The Estates Department comprises the Estates Bursar, Secretary to the Estates Bursar, Estates Maintenance Manager, 2 x Building Services Supervisors, 2 x Building Surveyors, Maintenance Supervisor, Residential Property Co-Ordinators, FF&E Manager and Administrative Support. The trades' team includes approximately 24 personnel comprising Plumbers, Heating Engineer, Carpenters, Electricians, Painter & Decorators, General Builders and Labourers.

In Addition, the Capital Projects team comprise of Head of Capital Projects and a Project Manager.

## **Marlborough College Mission**

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

## **Key purpose of the role**

Working as part of the Building Surveyors Team, the Building Surveyor, will act as the Asset Steward for the fabric of all buildings across the College Estate with responsibility for identifying, co-ordinating and managing all Planned Preventative and Routine Cyclical Maintenance (PPM & RCM), and major/minor projects and enhancements as directed by the Estates Bursar.

## **Key Responsibilities**

The following is not a finite list of duties but provides an outline of the types of typical tasks that you will be required to carry out on a day to day basis.

- Assist with and develop and maintain an Asset Register for all properties under the role's Stewardship;
- Determine the condition of all Assets on the register;
- Carry out condition based risk analysis and hence produce a risk based future PPM and RCM programme;
- Evidence 'need' and hence secure funding through annual building maintenance budgets;
- Direct and coordinate all PPM and RCM work, including the preparation of annual and quinquennial inspection and cyclical maintenance schedules and maintenance programmes;
- Ensure that all PPM and RCM is completed on time and within budget each year;
- Work with and support the Estates Maintenance Manager to ensure that robust and effective procedures are in place for reactive and emergency maintenance;
- Work with and support the M&E Manager.
- Make regular inspection visits to College properties to enable suitable programmes of work to be planned and to ensure good liaison and communication with College teaching and support staff;
- Work with and support the Residential Property Coordinator to agree suitable maintenance programs and to arrange required works on a change of tenant;
- For all major projects, procure and manage external Consultants and Contractors to ensure compliance with the Client's brief and adherence to any specifications and schedules of

work, retaining overall responsibility for ensuring that the project is delivered on time and to the specified cost and quality;

- Ensure compliance with all statutory, legislative and health & safety requirements relating to the post holders areas of responsibility;
- Obtain all necessary planning, building regulation and listed building consents as required relating to maintenance work and minor projects;
- Act as Contract Administrator for allocated in-house projects and prepare valuations and contract documentation, ensuring that all documentation is prepared and certified in accordance with the contract terms;
- Participate in the management and administration of the Estate Department property management software systems and databases;
- Have a duty to adhere to and maintain Marlborough College's health and safety policies, standards and guidelines at all times;
- Carry out any other duties considered necessary in the reasonable opinion of the Estates Bursar.
- Act as Deputy Asbestos Manager for the Estate and Assist on the Fire Risk Assessment Programme.

### Person Specification

	Essential	Desirable
<b>Education and qualifications</b>		
Qualified to AssocRICS or ACIOB level	✓	
Full driving licence	✓	
Qualified to MRICS or MCIOB level or equivalent		✓
APMP or equivalent		✓
The Institution of Occupational Safety and Health (IOSH) Managing Safely		✓
CSCS qualified/Asbestos training (BOHS P405)/working at height training		✓
<b>Knowledge and Experience</b>		
Experienced building surveyor with at least 3 years post-qualification experience, of managing building maintenance in a corporate or education environment.	✓	
Budget management experience.	✓	
Be fully conversant with general building principles, construction methods and maintenance strategies.	✓	
Knowledge of education sector		✓
Experience in working with listed/historic buildings		✓
Management expertise		✓
Experience of managing a direct labour organisation		✓
<b>Skills and Abilities</b>		
Be fully proficient with CAD software	✓	
Communicate effectively with colleagues.	✓	
Ability to write clear concise records and reports.	✓	
Ability to work as part of a team.	✓	
Organised, self-motivated and methodical	✓	

Able to carry out surveys and assess works required and have a proven track record of producing drawings, schedules, specifications, obtaining tenders and managing contractors on site.	✓	
Good knowledge of building costs and be able to value building works.	✓	
Good communicator with a positive attitude	✓	
Be able to work under pressure on your own initiative and effectively prioritise work.	✓	
Be conversant with IT	✓	

## General Responsibilities

### Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

### Safeguarding

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

### **Confidentiality & Data Protection**

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

### **Health & Safety**

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

### **Mandatory Training**

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness
- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment
- Moving and Handling

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

### **Job Description**

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job

descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

**Signed:** ..... **Date:** .....

**Print Name:** .....