

Trainee Quantity Surveyor

Full Time Apprenticeship (37.5 hours per week)

Salary: £21,000 per year

Plus car allowance £3000 per year

About Kingerlee

Established in 1868, Kingerlee has been providing high-quality buildings in Oxfordshire and the surrounding counties for five generations. We are a family firm with great values and a forward-thinking, energetic approach. We have a passion for construction and thrive on high quality, challenging projects.

Our experience is wide-ranging and includes independent schools, luxury bespoke private homes, university and college projects, hotels & leisure schemes. We believe that we have an enviable track record in new build, conversion, and restoration projects, large and small. We operate in Oxfordshire and the surrounding counties. Supported by an established supply chain and our experienced workforce, we have the skills to undertake all types of building projects up to £70 million.

We are now looking to recruit a Trainee Quantity Surveyor. This will be based on construction sites in the Oxfordshire area and at our head office in Kidlington.

What you'll do

You will be trained as a Quantity Surveyor working under the guidance of Quantity Surveyors and Assistant Quantity Surveyors. You will assist Quantity Surveyors, Senior Quantity Surveyors and Managing Quantity Surveyors in their duties to monitor, control and report on all contractual and commercial aspects of allocated contracts including procurement, through all stages of a project, from pre-contract to final account, whether individually on a project or as part of a commercial team on a larger project.

Your training will help to develop a firm understanding of role to enable progression towards the role of Assistant Quantity Surveyor.

This will include:

- Attending your apprenticeship learning provider's premises one day per week (or as agreed with the provider).
- Engaging fully with the apprenticeship programme, including committing to complete the qualification, completing and recording off the job learning hours, and participating in regular review meetings
- Sending out tender enquiries with due consideration to contract clauses/specification/bills of quantities/programme/drawings and any other relevant contract documentation including assisting with preparation of scope of works documents
- Learning about and assisting with the production of procurement schedules, in collaboration with the operational team, including monitoring the procurement schedule and updating when required or requested.
- Detailed analysis and comparison of subcontractor quotations to provide draft recommendations on best value proposed sub-contractors, taking into consideration an appropriate level of risk.
- Liaising and negotiating with supply chain.

- Learning about and assisting with the assessment and re-measurement of sub-contractors' work in the course of preparing monthly valuations and agreeing timely applications and final accounts with sub-contractors.
- Learning about and assisting with preparation of main contract applications for payment.
- Learning about and assisting with the measuring, valuing and agreement of variations as the contract proceeds including notifications to all relevant parties.
- Learning about and assisting with monitoring and recording variations on site and procedures to ensure authorisation by architect.
- Learning about and assisting with the remeasurement of main contract and sub-contract accounts both on site and using electronic measuring software (EG. Bluebeam).
- Learning about and assisting with production of detailed cash flow forecasts including updating when required.
- Assisting with the procurement of subcontractors and key suppliers, within budget, and to specification in accordance with the programme to ensure that contracts are completed on time.
- Performing appropriate additional tasks, as required.

What you'll need

- A-Levels at BCC or equivalent Level 3 qualification (104 UCAS points)
- High attention to detail
- Superb organisation and communication skills
- Ability to manage time and deliver to deadlines

Bonus points

- Experience in construction, e.g. a work experience placement
- Driving license and access to a vehicle

Why work for us?

- We value **work/life balance**. That's why we offer a generous starting annual leave entitlement of 25 days plus bank holidays, with the entitlement increasing further with long service. We also offer ten weeks' full pay for maternity / primary adopter leave, full pay for paternity leave, and have a sabbatical policy and paid compassionate leave.
- You'll get **financial benefits**, including a generous 6% employer contribution to your pension (you must contribute at least 4%), and coverage by our group life insurance at 4 x your salary, from day one, at no cost to you. You can also choose to participate in our Tusker salary sacrifice car scheme, allowing you to make huge savings on leasing a brand new hybrid or electric car.
- We care about our people's **health and wellbeing**. We'll pay for private medical insurance for you and your partner, with children able to be added at a low cost. We're corporate supporters of the Lighthouse Club, the construction industry charity that offers a free helpline for construction workers and their families in crisis. 6% of our employees are trained Mental Health First Aiders. We also have an Employee Assistance Programme, which offers free support and advice, including counselling.
- We care about our people's **development and career progression**. Our employees are entitled to at least 6 days' paid development every year, we have 10% of our employees on apprenticeships or sponsored degrees, we make substantial investment in internal and external courses, mentoring and coaching programmes, we pay for professional memberships, we're rolling out development plans for every employee in the company, and we're aiming to promote at least 10% of our headcount each year. You'll also have regular 1:1s with your manager, access to an online Learning Management System and at least annual performance reviews.

Equity, Diversity and Inclusion

This job, as with all of our vacancies, is open to everyone, regardless of age, disability, gender reassignment, marital status, pregnancy or maternity, race, religion, sex or sexual orientation. We want and need a variety of voices and perspectives at Kingerlee. We know that sometimes people in marginalised groups are less likely to apply if they don't feel they meet 100% of the job criteria. If this is you, and this job sounds like something you'd enjoy doing, please apply anyway: we'd love to hear from you!

If you have any special requirements or needs for attending an interview, please let us know when you submit your application. We will only use this information to make necessary adjustments; it will not factor into any decision-making.

How to apply

The position is available to start in or around August 2025. To apply please email your CV to recruitment@kingerlee.co.uk