



*Forward thinking*  
Straight talking

# ***Trainee Quantity Surveyor***

JOB SPECIFICATION

Gateley / RJA

<b>POSITION:</b>	Trainee Quantity Surveyor
<b>LOCATION:</b>	Nottingham/Kibworth/London
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

Join Gateley RJA as a Trainee Quantity Surveyor and dive into the world of Quantity Surveying. You'll join our growing and ambitious team who are dedicated to provide an excellent service across various construction sectors.

If you are looking for an opportunity to work within a supportive and successful team and would like to join an award-winning professional services business, we would like to hear from you.

On this apprenticeship you will complete the BSc (Hons) Level 6 Chartered Surveying Degree Apprenticeship (Quantity Surveying Pathway) with one of our Partner Universities. This is delivered on a day release basis across a 5-year duration.

Your responsibilities will include:

- Assisting the surveying team with all pre-contract and post contract services on a range of construction projects including insurance schemes.
- Taking responsibility for successfully completing all allocated QS and PM tasks to a high degree of accuracy.
- Assisting with Employer's Agent services on Design and Build projects and assuming the principal EA role where possible.
- Following the company Quality and Environmental Management System in the delivery of all services.
- Assisting on multiple projects simultaneously and developing excellent time management strategies.
- Treating all clients to exceptional level of service.
- Conducting regular site visits.

## The *person*

Candidates will be able to demonstrate the following attributes:

- Have gained a minimum of 5 GCSE qualifications, grade 4-9 Including Maths and English and 120 UCAS Tariff points from three A-levels or equivalent qualifications.
- A full UK driving license and access to a car is essential for this role. Regular travel to various client sites, often in remote locations will be required.
- Be a UK/EU/EAA resident for at least three years prior to starting the course and have the right to work in the UK.
- You are at least 18 years old and have left full time education when the apprenticeship starts
- Excellent verbal communication skills, which allow you to liaise with clients and colleagues to work as part of a wider national team.

- Comfortable with numeracy.
- Proficient in the use of Microsoft office 365 software.
- Strategically minded with strong analytical and problem-solving skills
- Excellent written and verbal communication skills.
- Excellent organisational and time management skills. As this will require you to balance both work and study commitments alongside each other.
- Attention to detail and commitment to quality.

## The *team*

Gateley RJA is a Chartered Quantity Surveying Practice who offer a comprehensive range of construction consultancy services, including quantity surveying, project management, employer's agent, clerk of works, and advisory services.

Their team is experienced in various construction sectors such as residential health, care, industrial and manufacturing, conservation and commercial.

Gateley RJA is dedicated to delivering tailored solutions to meet the specific needs of their clients, ensuring that project budgets, timelines, and quality standards are consistently met. They pride themselves on building long-lasting relationships with clients, with much of their work coming from repeat business and personal recommendations.

Gateley RJA hold Investors in People Gold status, and strive to maintain a welcoming and people focused working environment. We also take great pride that we won Nottingham Trent University's Apprentice Employer of the Year in 2023 for Medium Enterprise organisations, and we are delighted to be shortlisted again this year!

[NTU Apprenticeship Awards 2025 | Nottingham Trent University](#)

## We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

# Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

## Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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