



Forward thinking
Straight talking

Assistant Clerk of Works

JOB SPECIFICATION

Gateley / RJA

POSITION:	Assistant Clerk of Works
LOCATION:	Kibworth
CONTRACT TYPE:	Permanent

The *role*

As an Assistant Clerk of Works, you will support the delivery of Clerk of Works services across a range of projects. This role is ideal for someone with a keen eye for detail, strong organisational skills, and a proactive approach to client liaison.

You will work closely with the Clerks of Works and project teams to monitor construction quality, ensure compliance with specifications, and maintain excellent communication with clients and residents where applicable.

You will be responsible for the following:

- Assist in site inspections, reporting on workmanship, materials, and compliance with design specifications.
- Support Senior Clerk of Works in managing multiple projects and maintaining Gateley RJA's quality standards.
- Act as a point of contact for clients and residents, providing clear updates and addressing queries promptly.
- Maintain accurate records, including photographs and dictations, in line with Gateley RJA's Quality Management System.
- Liaise with contractors and project stakeholders to resolve issues and ensure timely completion of works.
- Promote health and safety compliance on site.
- Contribute to end-of-defects inspections and snagging processes.

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 health, care, industrial and manufacturing, residential, 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

The *person*

Candidates will be able to demonstrate the following attributes:

- Basic understanding of the building industry, including knowledge of materials, trades, methods and legal requirements.
- Exposure to client-facing or resident liaison responsibilities.
- Previous experience in a construction or housing environment.
- Knowledge of building regulations and quality standards.
- Proficient in IT use, with a willingness to embrace new technology.
- Strong communication and interpersonal skills, with the ability to build trust and rapport.
- Attention to detail and commitment to quality.
- Ability to work independently and manage time effectively.

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 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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