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| **Job title** | Commercial Apprentice |
| **Department** | Commercial  |
| **Responsible to** | Commercial Manager  |
| **Responsible for** | N/A |

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| **Job Purpose** |
| To support the Commercial team across all stages of residential development, learning both the pre-contract and post-contract functions involved in delivering high-quality new homes. This role provides a unique opportunity to gain experience in tendering, procurement, estimating, land viability assessments, build cost management and contract management.The apprentice will work alongside experienced colleagues to develop technical skills, contribute to live projects, and gain a broad understanding of the challenges and commercial realities of housebuilding. |

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| **Main Duties and Responsibilities** |
| Cost Estimation and Budget Control* Assist in preparing initial and detailed cost estimates for construction projects.
* Support budget preparation and help track project costs throughout each phase.
* Gather and analyse data for pricing, tendering, and cost benchmarking.
* Provide cost information related to project risks and opportunities.

Tender Preparation and Procurement* Support the preparation and compilation of tender documents.
* Assist with issuing enquiries and managing responses from subcontractors and suppliers.
* Help maintain and update subcontractor tender lists to ensure competitiveness.
* Contribute to securing best value through comprehensive procurement processes.
* Assist in resolving cost discrepancies through information collection and analysis.
* Attend pre-contract and pre-start meetings to support tender and procurement activities.
* Track quotations, responses, and tender comparisons to support decision-making.

Measurement and Take-offs* Learn to read and interpret construction drawings and specifications.
* Perform basic quantity take-offs under supervision to support cost planning and estimating.

Document Control and Reporting* Maintain, organise, and update project documentation and cost tracking systems.
* Assist in preparing internal reports and presentations for management.
* Ensure all documentation is accurate, accessible, and aligned with company standards.

Learning and Compliance* Shadow senior Quantity Surveying staff to understand commercial, procurement, and contract management procedures.
* Attend meetings and training sessions to build commercial and industry awareness.
* Ensure all work complies with company policies, health & safety standards, and sustainability requirements.
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| **Key Attributes** | Core:* Enthusiastic and keen to learn about the construction industry
* Strong attention to detail and a proactive, “can-do” attitude
* Good verbal and written communication skills
* Able to follow instructions and work effectively within a team
* Self-motivated and organised, with the ability to prioritise tasks and meet deadlines
* Familiarity with Microsoft Office (especially Excel) and willing to develop skills
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| Desirable:* Awareness of excel spreadsheets and basic functions
* Some understanding of residential construction
* Good numerical or spatial awareness
* Driving licence or working towards it
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| **Qualifications/****Experience** | Core:* Minimum of 5 GCSEs (Grades 4–9 or equivalent), including Maths and English
* Willingness to undertake a relevant apprenticeship qualification
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| Desirable:* Level 3 qualification (e.g. A-Levels or BTEC) in a relevant subject such as Design, Construction, or the Built Environment
* Previous work experience or project exposure related to surveying or housebuilding
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| **Name of Employee** |  |
| **Employee Signature**  |  | **Date** |  |
| **Line Manager Signature**  |  | **Date** |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*