

Sarah Heatley

Quantity Surveyor with an LLB Law (2:1) from the University of Sheffield, combining legal and contractual analysis with hands-on quantity surveying experience. Undertaking NEC3 and NEC4 training and due to commence an MSc Quantity Surveying apprenticeship in late 2026.

Qualifications:

MSc Quantity Surveying (Apprenticeship)
— University of the Built Environment.
Commencing late 2026

LLB Law — University of Sheffield.
2023–2026 | 2:1

A Levels: Art A*, Psychology A, History A
— Hertswood Academy, London.
2021–2023

GCSEs: 9 x grade 9; grade 8 (English x2,
Science); grade 7 (Maths, Spanish) —
Hertswood Academy, London. 2016–2021

Technical Competencies:

NEC3 & NEC4 ECC contract
administration (in training)

JCT Design & Build and Intermediate
Building Contract

Compensation event assessment and
entitlement analysis

Extension of time and loss & expense
principles

Scott Schedule preparation and
management

Variation valuation and final account
support

Expert witness report support (housing
disrepair)

Microsoft Word, Excel, PowerPoint

Location & Contact:

London / Watford

sarah.heatley@mpgqs.com

0203 598 2506

Full driving licence; Own car — willing to
travel to site

Professional Profile:

Sarah is an intellectually rigorous Assistant Quantity Surveyor combining a strong grounding in legal and contractual principles, developed through her LLB Law degree at the University of Sheffield, with active, hands-on experience in quantity surveying practice gained since joining a specialist QS consultancy. She is due to commence the MSc Quantity Surveying programme in late 2026 and is currently undertaking structured NEC3 and NEC4 Engineering and Construction Contract administration training, positioning her directly within the NEC4-based contractual environment underpinning Sizewell C.

Sarah's legal background equips her to interpret complex contract conditions, assess compensation event entitlements and support robust programme and cost management processes. Since joining the practice she has contributed across a range of live matters including adjudication support, defect and dispute briefings, variation schedule review, Scott Schedule preparation, expert witness report support and creditor claim correspondence. She brings an analytical, detail-focused mindset alongside the resilience and adaptability demanded by major infrastructure programmes.

NEC Contract Training & Development:

Sarah is undertaking structured NEC3 and NEC4 training within the practice, currently covering:

NEC4 Engineering and Construction Contract (ECC) compensation event assessment and administration, including Practice Note 1.1 (Assessing Delays due to Compensation Events, clause 63.5) and programme obligations.

Notification and assessment procedures under NEC4 ECC: early warnings, the Project Manager's role and Accepted Programme management.

Time and money claims under NEC: entitlement analysis, quotations and contractor programme obligations.

Comparative analysis of NEC3 and NEC4 provisions, including changes relevant to large-scale infrastructure delivery.

This training positions Sarah to contribute meaningfully to the NEC4 contract administration requirements of the Sizewell C programme from the outset.



MPG Quantity Surveyors Limited

6 Bevis Marks, London EC3A 7BA
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Tel 0203 598 2506
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Sarah Heatley — Career Profile

Professional Skills:

Contract interpretation and legal reasoning
Complex document review and analytical writing
Meeting administration and action tracking
Client-facing correspondence drafting
Structured, evidence-based problem solving
Stakeholder communication at all levels
Strong time management across multiple projects
Resilient, self-motivated and professionally ambitious

Achievements & Interests:

Head Girl, Hertswood Academy: whole-school leadership responsibility, representing students and developing public speaking and organisational capability.

London Marathon (Charity, Alzheimer's Research): demonstrates commitment, physical and mental resilience, and long-term goal achievement.

Grade 6 Piano: eight years of progressive, disciplined practice demonstrating sustained dedication and measurable skill development.

NCS Volunteering (2021): contributed to the restoration of a communal peace garden, reflecting a commitment to community and environmental sustainability.

Law Society (University of Sheffield): active member, developing professional networks and engagement with the legal and built environment community.

Interests: Art (painting and gallery visits), sport (school netball team), fitness, and history (museum visits and independent study).

References available on request.

Professional Experience:

Quantity Surveyor | Quantity Surveying Consultancy, London / Watford August 2026 - Present

Since joining the practice, Sarah has contributed to a range of live client instructions spanning adjudication and dispute resolution, heritage conservation, housing disrepair and final account management:

Adjudication Briefing: Prepared a detailed briefing note analysing a JCT Design and Build Contract 2016 adjudication (contract sum £1.28m) covering design responsibility for a rooftop telecommunications mast, extension of time, loss and expense, liquidated damages, defects and final account valuation.

Post-Completion Dispute Briefing: Researched and drafted a comprehensive briefing note in relation to a complex £1.66m JCT Intermediate Building Contract with Contractor's Design 2016 dispute. Issues included water leakage, airtightness failure of the MVHR system, missing and defective insulation, drainage, cladding and thermal bridging defects. Assessed multi-party design liability across novated appointments and collateral warranties.

Heritage Conservation Briefings: Produced briefing notes supporting Historic England grant funding and conservation planning for two significant listed buildings, including a Grade I Victorian Gothic Revival cathedral (the second largest Roman Catholic Cathedral in England).

Variation Schedule Review: Participated in and minuted a review meeting addressing outstanding final account and valuation issues with a specialist M&E subcontractor, covering omission valuations (hang-down sockets, PDMS installations, LEV isolators), retention and outstanding variation payments.

Expert Witness Report Support: Contributed to the preparation of an expert witness report and Scott Schedule in a residential housing disrepair claim, documenting defects, findings and recommendations.

Creditor Claim Correspondence: Assisted in drafting formal correspondence to administrators on behalf of an MEP consultant in relation to outstanding professional fees arising from a novated appointment on a major residential development in London.

Food & Beverage Assistant | Leonardo Hotel, Sheffield January 2024 - August 2026

Managed bar operations including opening/closing, stock control and customer service in a high-volume environment. Developed complaint resolution and negotiation skills through regular front-line stakeholder interaction.

Food & Beverage Assistant | Doubletree by Hilton, Elstree September 2021 - January 2024

Delivered breakfast service and oversaw buffet operations with regular financial responsibility including cash handling. Developed strong organisational capability in a demanding, fast-paced service environment.

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