

### LancWest Works

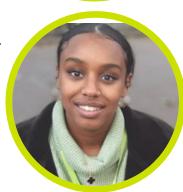
# **Apprentice Site Manager**

Days	Monday-Friday	
Hours	Up to 40 hours	
Salary	London Living Wage (11.85per hour)	
Duration	2 years	



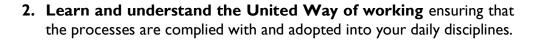
#### Job purpose:

To support and assist the Site Manager or designated manager in the delivery of our customers' expectations. To assist the management and control of the activities on-site to successfully complete the project in a safe manner, without waste, to the stipulated quality standards, within the contract period and to achieve high levels of customer satisfaction, whilst developing sufficient knowledge and experience to progress



### **Description of Duties:**

I. Under the guidance of the Site or Project Manager be responsible for all operational activity from start to finish and ensure adherence to all Company policies, procedures and practices.





- 3. Responsible for ensuring that the quality and programme standards expected by the client are delivered as directed by the Site Manager.
- 4. Work collaboratively with external and internal departments to ensure the smooth running of the site and tasks are undertaken in line with the programme requirements.



■ 0800 389 2005
 ■ lancasterwestoffice@rbkc.gov.uk
 ■ www.wearew11.org
 ■ @lancasterwestneighbourhoodteam
 ■ Lancaster West Neighbourhood Team











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5. Review and monitor progress against programme addressing any shortcomings and issues as they arise in conjunction with the Site or Project Manager.



6. Shadow the Site Manager to learn and understand the site management responsibilities and how they are fulfilled.



7. Work closely with the commercial team to understand and be aware of the financial position of the contract and raise any issues or concerns as appropriate.



8. In conjunction with the commercial team and Site Manager, ensure that records pertaining to requests for information, verbal instructions, delay and disruption are rigorously maintained to ensure the Company's liabilities are protected.



- **9. Assist in the development** of a Considerate Constructor's strategy and ensure full implementation.
- 10. Ability to develop an understanding and gain full working knowledge of the relevant contract terms and conditions and the associated obligations.
- 11. Any other duties as assigned.

#### Criteria:

- Previous experience within the construction industry would be desirable
- Minimum of 4 GCSE's Grade C or above-to include Maths and English
- 3 A-Levels at minimum CCC grade
- Any pervious level 4 qualification or equivalent
- I.T. literate particularly Microsoft Office and Excel and keen to extend knowledge on software packages
- Ability to develop relationship with both internal and external customers through strong communication skills
- Able to work within a team but also be self-motived
- A desire to provide a high-level customer service
- Ability to develop operational and commercial awareness

### How to apply:

Please email a CV to Jacqueline Noon (United Living) at jacqueline.noon@unitedliving.co.uk



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