

# Apprentice Site Manager

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



## 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:

- 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.
- Learn and understand the United Way of working** ensuring that the processes are complied with and adopted into your daily disciplines.
- Responsible for ensuring that the quality and programme standards** expected by the client are delivered as directed by the Site Manager.
- 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.

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 📷 @lancasterwestneighbourhoodteam 📺 Lancaster West Neighbourhood Team



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 previous 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-motivated
- 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](mailto:jacqueline.noon@unitedliving.co.uk)



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