



# JOB DESCRIPTION

**JOB TITLE:**

**Site Management Intern**

**REPORTS TO:**

Site Manager / Senior Site Manager

**LOCATION:**

Various **Berkeley St Edward** London Developments

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**JOB PURPOSE**

To support the Site Management team in delivering efficient construction operations for **Berkeley St Edward**, assisting in achieving health & safety, quality and programme delivery requirements while gaining practical site management experience.

This internship is designed to provide hands-on learning and professional development within residential construction site management.

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**RESPONSIBILITIES AND ACCOUNTABILITIES**

- Support understanding of Risk Assessments and Method Statements (RAMS), quality processes and site programmes for ongoing construction activities
- Develop knowledge of design information and construction drawings, including reinforcement drawings, while learning to review works in advance of site progress
- Assist in using the company management systems, learning Berkeley St Edward quality standards and contributing to maintaining high standards of site presentation, tidiness and housekeeping
- Regularly walk the site to observe progress, reporting observations and supporting the Site Manager in monitoring site activities
- Support welcoming operatives and subcontractors onto site, promoting Berkeley St Edward standards and expectations
- Assist with carrying out site observations and recording them using company systems
- Support safe site operations by assisting with monitoring compliance with Health & Safety policies and RAMS
- Assist with maintaining environmental, health and safety documentation, ensuring records are accurate and properly filed
- Support monitoring subcontractor and supplier performance, escalating issues where appropriate
- Assist the site team in maintaining Berkeley St Edward's high construction and quality standards
- Support maintaining site welfare facilities and ensuring they meet company standards
- Assist with checking works against drawings and specifications, supporting quality inspections and record keeping
- Support planning and logistics activities, working alongside the site and planning teams to understand programme delivery
- Actively seek opportunities to learn, ask questions and build technical construction knowledge
- Take responsibility for personal learning and professional development throughout the internship

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**TECHNICAL COMPETENCIES**

- Studying towards or intending to enrol in a Construction Management, Civil Engineering or related qualification
  - Strong interest in residential construction and site management
  - Previous construction site experience desirable but not essential
- CSCS Card and 18+



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## PERSON SPECIFICATION

- Proactive, enthusiastic and willing to learn
  - Strong interest in construction and site operations
  - Good communication and interpersonal skills
  - Reliable, organised and professional in approach
  - Able to work effectively as part of a team
  - Comfortable interacting with a wide range of stakeholders
  - Flexible and adaptable to site working environments
  - Professional and presentable

## HOW TO APPLY:

To apply, please send a CV and cover letter to: [Hannah.Mu@berkeleygroup.co.uk](mailto:Hannah.Mu@berkeleygroup.co.uk)

**Subject:** Full Potential Lambeth – Construction Intern – [Your Name]

Your cover letter should be no more than 500 words and include:

- A brief introduction to who you are
- Why you would like to join the company
- Relevant skills and experiences for the role
- What interests you about working in this sector

**Closing date:** Monday 9<sup>th</sup> of March 2026