



JOB DESCRIPTION

JOB TITLE:

Site Management Intern

REPORTS TO:

Site Manager / Senior Site Manager

LOCATION:

Various **Berkeley St Edward** London Developments

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.

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

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

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 9th of March 2026