

**Senior Site Manager** (Kent / East Sussex)  
Westridge Construction Ltd

## ***JOB DESCRIPTION***

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### **Overview**

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Westridge is a forward-looking construction company based in Bodiam, with regional offices in East Sussex, West Sussex, Kent and Surrey. We carry out projects throughout the South East and are planning to expand our operations to in excess of £60m over the next few years. Due to this continued growth we are looking for a Site Manager to join our team.

Reporting to the Contracts Manager, you will be responsible for the day to day running of the site, managing the construction process safely, efficiently and in a cost effective manner. You will be customer focused, providing a good quality product within agreed timescales and budgets.

**Your duties will include but are not limited to the following:**

- Day to day supervision and co-ordination of on-site staff, subcontractors, plant and materials
- Build and maintain good relations with staff, clients and subcontractors
- Work to Construction Programmes ensuring production targets are achieved, whilst maintaining safety and quality whilst effectively finding solutions to any issues that may cause delays
- Coordinate and lead site meetings with relevant team members, departments and clients
- Maintain strict quality control procedures and conduct regular site safety checks
- Ensure all materials and machinery, including those of subcontractors are compliant with technical and quality specifications
- Ensure projects run within budget
- Comply with health & safety and ensure all relevant documentation is signed off as required
- Risk Management (identifying, eliminating, minimising)
- Information management / meticulous record keeping of all relevant paperwork
- Understanding of contractual requirements

**Knowledge, Skills and Experience Required:**

- Minimum of 10 years experience
- Construction related HNC or equivalent experience
- Strong construction background ideally within housing, education, healthcare and commercial with a proven track record of delivering high quality projects
- Capable of running projects valued between £3m-£12m
- Excellent communication skills
- Strong team leader
- Excellent organisational skills with the ability to think ahead
- CSCS, SMSTS & First Aid at Work
- Good IT skills including Word, Excel and Outlook
- Driving licence with own car

## **Conditions and Package:**

### Salary

- Negotiable dependent on experience, skills and qualifications

### Holiday

- 25 days holiday plus Bank Holidays, part of this allowance will be taken during the Building Industry shutdown (Christmas to New Year)

### Working hours

- 7.30am to 5.00pm with half an hour lunch break

### Pension

- Workplace Pension Scheme

### Bonus

- Discretionary Company Reward Scheme based on profit share and personal performance

### Health Cash Plan

- Applicable after 1yrs service

### Private Medical Insurance

- Applicable after 2yrs service

### Conditions

- Company Standard Rules and Contract of Employment provide further details

***We are an Equal Opportunities Employer***