

Print Finishing Apprentice

Job Ref: REQ180788

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Purpose

To work as part of a flexible team undertaking a range of production roles within the Print Unit with a focus on print finishing using high specification equipment.

Role holder will work under guidance and supervision in the first instance before working up the appropriate level of competence to carry out the main duties and responsibilities with a daily level of independence.

Job Duties

- To run and maintain the manual, digital and semi-automated processes of print finishing equipment. This can involve using large electrically powered machines such as the guillotine, collator & booklet maker, stitcher, auto-creaser, PUR binder, and other smaller, hand operated machines such as drills, punches and binders.
- To manage own workload to ensure all allocated jobs are completed, liaising with other finishers and sections to ensure customer deadlines are adhered to
- To record time allocated to jobs as set out by our MIS System (Tharstern) and add any additional job information when required.
- To assist problem solving and maintenance procedures for all finishing equipment and notify appropriate managers in the event of equipment faults.
- To maintain a safe and clean working environment and ensure safe and tidy storage of all consumables.
- To ensure regular attendance at College as required, including the completion of associated coursework in a timely manner.
- To ensure that quality control procedures are followed and adhered to.
- To preserve confidentiality at all times and to work within the Copyright, Data Protection and Health and Safety guidelines.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Deputy Print Services Manager.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Whilst prior employment is not essential, applicants would be expected to demonstrate an interest in the Print Industry.	1,3
Skills and Abilities	Excellent attention to detail.	1,3
	Ability to use IT applications Microsoft packages, internet and email	1,3
	Demonstrate the ability to prioritise workload, use initiative, manage deadlines and work as part of a team.	1,3
	Work flexibly on tasks.	1,3
Training	Show commitment to following quality control procedures.	1,3
	Show a willingness to undertake further training and to adopt new procedures as and when required.	1,3
Qualifications	5 GCSEs including Maths and English and/or relevant experience.	1
Other	Show commitment to observing the University's Equal Opportunities policy at all times.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Work experience in a print/design setting.	1,3
Training	Manual Handling Training.	1,3
	Appropriate Health & Safety Training.	1,3
Qualifications	Qualifications in a creative field.	1

Conditions of Service

The position is full-time and a fixed term apprenticeship. Salary (Year 1) will be on (£8,981 - £11,579) per annum at starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Conditions of Service for Grades 1-5 staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all

stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **21 October 2018**