

## JOB DESCRIPTION

<b>Job title:</b>	Bindery Flexible Operative (Craft)
<b>Location:</b>	Bungay, Suffolk
<b>Reports to:</b>	Bindery Manager
<b>Shift Pattern:</b>	<p><b>Default Shift Pattern:</b></p> <p><b>Day Shift (5 Day Working Pattern)</b>            Week 1: Work 6am – 2pm Monday – Thursday, Friday 6am – 11:30am            Week 2: Work 2pm – 10pm Monday – Thursday, Friday 11:30am – 5pm            This rotates every week. Starting on week 1 then rotate to week 2.</p> <p><b>Potential Shift Patterns:</b></p> <p><b>Day Shift (6 Day Working Pattern)</b>            Week 1: Work 6am – 6pm Monday, Tuesday, Friday            Week 2: Work 6am – 6pm Saturday, Wednesday, Thursday            This rotates every week. Starting on week 1 then rotate to week 2.</p> <p><b>Night Shift:</b>            Work 10pm – 6am Monday – Thursday, Friday 5pm – 10:30pm</p> <p>The 5 day working pattern is the Bindery department's default shift pattern, however depending on availability there may be an opportunity to go on the other shift patterns.</p> <p>Please be aware this is a flexible role which means flexibility will be required over a 7 day period, with the potential to be required to work weekends, outside of your normal shift pattern.</p>
<b>Job purpose:</b>	Bindery Flexible Operatives are imperative to ensure we can meet the operational needs of the business.
<b>Main Responsibilities:</b>	<p>Main Tasks of Role:</p> <p>In this role you will be required to operate one of the following machines:</p> <ul style="list-style-type: none"> <li>• Binding machine</li> <li>• Casing-in machine</li> <li>• Three knife trimmer</li> <li>• Case making</li> <li>• Blocking</li> </ul> <p>In this role you may be required to perform general Bindery assistant tasks such as:</p> <ul style="list-style-type: none"> <li>• Working on the binding line, loading our gathering machines with paper bundles.</li> <li>• Feeding book blocks onto our casing-in machines. Lifting equipment is provided and you will be entitled to use this when required.</li> <li>• Assisting on the spray booth.</li> <li>• Ad hoc general tasks that are required.</li> </ul> <p>Please be aware this is a hands-on role and flexibility will be required for shifts during our busy periods.</p>
<b>Working relationships:</b>	Liaising with shift managers & other colleagues.

<b>Person Specification</b>	<b>Professional Qualifications:</b>	
	<b>Required</b>	<b>Desired</b>
	<ul style="list-style-type: none"> <li>• City &amp; Guilds/NVQ in bookbinding</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably holds full clean driving license.</li> <li>• Valid nationally accredited counterbalance forklift truck Licence</li> </ul>
	<b>Experience:</b>	
	<b>Required</b>	<b>Desired</b>
<ul style="list-style-type: none"> <li>• Experience working in a fast-paced environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Manufacturing/Production Experience</li> <li>• Familiar with health and safety policies and procedures in a factory environment.</li> </ul>	
<b>Candidate Attributes:</b>		
<ul style="list-style-type: none"> <li>• Good understanding of machinery.</li> <li>• Happy to be flexible when required with working hours and shift patterns.</li> <li>• Reliable with a strong work ethic.</li> </ul>		
<b>Health and safety</b>	<p>All employees must observe and comply with Clays Ltd policies and procedures for health and safety.</p> <p>In this role you must follow the safe systems of work which are in place.</p>	
<b>Equal opportunities statement</b>	<p>All employees must observe and continually promote equal opportunities and customer care in compliance with Clays Ltd policies.</p> <p>We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.</p>	