

JOB DESCRIPTION

| | | |
|---|--|---|
| Job title: | Temporary Bindery Assistant | |
| Location: | Bungay, Suffolk | |
| Reports to: | Bindery Manager | |
| Salary: | Day Shift: £9.38 p/h Night Shift: £10.76 p/h | |
| Shift Pattern: | <p>Day Shift (5 Day Working Pattern) 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>Day Shift (6 Day Working Pattern) 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>Night Shift: Work 10pm – 6am Monday – Thursday, Friday 5pm – 10:30pm</p> | |
| Job purpose: | Temporary Bindery Assistants are imperative to ensure we can meet the operational needs of the business. | |
| Main Responsibilities: | <p>Main Tasks of Role:</p> <ul style="list-style-type: none"> ➤ Working safely, following the safe systems of work that are in place. ➤ Working on a binding line, loading our gathering machines with paper bundles, lifting equipment is provided. ➤ Feeding book blocks onto our casing-in machines, lifting equipment is provided. <p>You may be required to work various other roles within this temporary position, this may include:</p> <ul style="list-style-type: none"> ➤ Assisting on the guillotine machine. ➤ Assisting on the spray booth. ➤ Fork truck driving (Only with a valid nationally accredited counterbalance forklift truck licence) ➤ Ad hoc general tasks that are required. <p>Please be aware this is a hands-on role and flexibility will be required for shifts during our busy periods.</p> | |
| Working relationships: | Liaising with shift managers & other colleagues. | |
| Person Specification | Professional Qualifications: | |
| | Required | Desired |
| | N/A | Preferably holds full clean driving license. Valid nationally accredited counterbalance forklift truck Licence |
| | Experience: | |
| Required | Desired | |
| Experience in similar role or industry Use to working in a fast-paced environment. | Previous Manufacturing/Production Experience Familiar with health and safety policies and procedures in factory environment. | |

| | |
|--------------------------------------|--|
| | <p>Candidate Attributes:</p> <p>You are used to manual labour.</p> <p>Happy to be flexible when required with working hours and shift patterns.</p> <p>Reliable with a strong work ethic.</p> |
| Health and safety | <p>All employees must observe and comply with Clays Ltd policies and procedures for health and safety.</p> |
| Equal opportunities statement | <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> |