

## Job Description

<b>Reference</b>	Vacancy 327 & 328	<b>Job Title</b>	Sheet Metal Apprentice
<b>Department</b>	Manufacturing	<b>Hours of Work</b>	37 Hours
<b>Type of Contract</b>	Employed	<b>Contract Duration</b>	Fixed Term
<b>Reporting To:</b>	Manufacturing Manager		

### JOB PROFILE

#### Overall Purpose and Aims of the Job Role

Due to our growth, we are looking for driven, enthusiastic and committed apprentices to join our business within various departments in order to invest in skilled employees. Each apprenticeship role will involve diverse and exciting daily tasks within a challenging environment – Your work will matter and be crucial to the business function. You will not only obtain recognised and formal qualifications on completion but also the experience for a successful, life long career within the sector.

This is an exciting opportunity for two Sheet metal apprentices to join our Sheet Metal Department. The successful candidates will be fully mentored and participate in a broad range of engineering activities. This role is well suited to someone with good practical skills and a high level of concentration.

#### Health & Safety Responsibilities

- To comply with the statutory provisions of the Health and Safety at Work Act 1974 and any Company policy in regards to health and safety including the wearing of PPE.
- To assist with accident investigations and to assist in putting measures in place to avoid repetitions.
- To assist with the completion of risk assessments.
- To ensure all employees have access to a safe working environment and company health and safety policy is applied including the enforcement of PPE
- To maintain a good level of housekeeping

#### Key Tasks – Roles & Responsibilities

As a sheet metal apprentice you will work in an engineering & manufacturing environment. The daily tasks will include:

- Plan, layout following engineering drawings and instructions
- Shaping & hand forming metallic and non-metallic materials
- Use hand tools, power tools, machines and equipment
- Set up and operate fabricating machines such as brake presses
- Trim, file, grind, de-burr and metal finish surfaces
- Weld, solder, bolt, rivet using hand and power tools
- Ad-hoc duties as required

**PERSON SPECIFICATION**

**Technical/IT and Educational Requirements**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• 5 GCSE'S Grades A*- C (or equivalent)</li> <li>• Minimum GCSE Grade C (or equivalent) in Maths &amp; English Language</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Competencies**

<b>Essential level of competency</b>	<b>Desirable level of competency</b>
<ul style="list-style-type: none"> <li>• Must possess an interest in Engineering/Sheet Metal work</li> <li>• Practical skills for using tools and equipment</li> <li>• Mathematical skills for making measurements</li> <li>• Basic computing skills</li> <li>• Good level of concentration</li> <li>• A good level of fitness</li> <li>• Excellent communication skills</li> <li>• Ability to work as part of a team</li> <li>• Motivated and committed individual</li> <li>• Good time keeping</li> <li>• Strong work ethic</li> <li>• Positive, can-do attitude</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Company Requirements**

<p><b>Processes</b></p> <ul style="list-style-type: none"> <li>• To follow Company policies</li> <li>• To ensure that confidentiality and data protection is respected and maintained at all times.</li> <li>• To ensure Company waste management and environment policies are followed.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To perform any other duty as directed by line management which is safe to complete and you have appropriate knowledge to carry out.</li> <li>• The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time.</li> </ul>
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**Other**

<ul style="list-style-type: none"> <li>• In order to be considered for this role candidates must be able to prove eligibility to work in the UK</li> <li>• CAD CAM Automotive is an equal opportunity employer</li> </ul>
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**If you are interested in applying for this role please submit a copy of your CV and cover letter to [HR@cad-cam-automotive.co.uk](mailto:HR@cad-cam-automotive.co.uk)**