

Job Description

Reference	Vacancy 329	Job Title	Tool Room Apprentice
Department	Manufacturing	Hours of Work	37 Hours
Type of Contract	Employed	Contract Duration	Fixed Term
Reporting To:	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 a Tool room apprentice to join our Manufacturing department within the Tool room. This is a 'hands-on' role and would be suitable to someone who is practical and can quickly think on their feet.

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

This daily tasks of this role will include:

- Working with other members of the Tool room and manufacturing operations team
- Supporting production requirements in line with customer and quality specifications
- Assisting with the repair and refurbish of press tools and fixtures
- Turning, Milling, Grinding and general bench fitting
- Using radial drills, spot presses and lathe milling machines
- Managing breakdowns effectively
- Being actively involved in the continuous improvement
- Assist in maintain inventory of perishable items
- Ensuring that all necessary records are produced and maintained
- Liaising with different internal departments efficiently
- Maintaining a clean, tidy and safe working environment
- Following Company Health & Safety procedures
- Ad-hoc duties as requires

PERSON SPECIFICATION

Technical/IT and Educational Requirements

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

Competencies

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

Company Requirements

<p>Processes</p> <ul style="list-style-type: none"> • To follow Company policies • To ensure that confidentiality and data protection is respected and maintained at all times. • To ensure Company waste management and environment policies are followed. <p>General</p> <ul style="list-style-type: none"> • To perform any other duty as directed by line management which is safe to complete and you have appropriate knowledge to carry out. • 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.
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Other

<ul style="list-style-type: none"> • In order to be considered for this role candidates must be able to prove eligibility to work in the UK • CAD CAM Automotive is an equal opportunity employer

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