

**Job Overview:**

**Job title: Apprentice Print Finishing & Bindery Operative**

Hours of Work: Full time, Monday to Friday, permanent.

Salary: Starting at minimum wage (appropriate for age)

Location: St Austell Printing Company,

St Austell Business Park, St Austell, PL25 4FD

**Bindery Operative**

We are seeking to appoint an apprentice to join our our busy and growing finishing and bindery department.

St Austell Printing Company is a successful commercial printing company and following a move to our purpose built factory and with growing print sales, we continue to invest and expand our services, machinery and staff. This is an exciting and inspiring time to join our team and be part of our plans.

This is a unique opportunity for a hard-working, motivated and committed individual to learn about all aspects of print finishing and establish a successful career in the print industry.

We will be working with the British Printing Industries Federation BPIF to deliver the Print Finishing & Bindery Level 2 Apprenticeship. Usually, two years are allowed to complete the Level 2 training.

The successful candidate will benefit from on the job training, scheduled external on-site training for one day every 5- 6 weeks by BPIF finishing specialist assessor. Time is set aside to complete course work, all resulting in an NVQ level 2 print qualification, with the potential to continue to the NVQ level 3.

**Job Role:**

* To learn and carry out all aspects of print finishing and bindery including goods out and dispatch processes.

**Main duties in the first instance and moving forward (but not restricted to):**

* Learn how to operate bindery machinery, primarily guillotining, folding and stitching.
* Learn how to implement goods out and dispatch processes.
* Assist and undertake quality checks and ensure the company quality procedures are adhered to, using own initiative to ensure quality and specification conformance.
* To follow instructions accurately and be able to communicate issues or problems.
* Ensure all relevant paperwork and documentation is accurately completed on time.
* Carry out day to day maintenance and keep work space and machines clean and tidy, ensuring that the working environment is safe and efficient.
* Help & support team members at all times, contributing to general problem solving in all areas within production.
* To liaise with other departments, as necessary, in order ensure operational compliance, quality print products and the smooth running of the department.
* To be able to work alone using own initiative and contributing to the process of continually improving work methods and techniques.
* General assistance in the factory will be expected in day to day duties for the first period of the training.

**Essential & Desirable Skills & Experience**

Whilst no previous experience of the print industry is expected, you should have a clear understanding of the skills required and be able to demonstrate how you have used these skills whilst in education, employment or in your personal life.

* The ideal candidate will have good knowledge and interest in the printing industry.
* Be a good team player and be able to adapt to different situations.
* Be hard working and conscientious, punctual and reliable.
* Able to work accurately and methodically.
* Numerate and literate with a good IT skills.
* An interest in machinery and how it works.
* Possess high standards and attention to detail.
* Able and willing to follow instructions and ask questions when needed.
* Have a positive ‘can do attitude’ with drive and enthusiasm to learn.
* Be able to effectively manage own workload and ability to meet tight deadlines.
* Possess initiative and flexible approach with a positive attitude.
* Must have a confident, personable and professional manner.
* Experience and knowledge of IT an advantage.

St Austell Printing Company is an equal opportunities employer.

Please submit your cv to Beth Mayman, Operations Manager by email or post;

[beth.mayman@sapc.co.uk](mailto:beth.mayman@sapc.co.uk)

St Austell Printing Company

St Austell Business Park

St Austell

Cornwall

PL25 4FD

**Final date for applications: 4th August 2016**

For more information contact [beth.mayman@sapc.co.uk](mailto:beth.mayman@sapc.co.uk) or call 01726 624900

For more information about the BPIF (British Printing Industries Federation)

[www.britishprint.com](http://www.britishprint.com)

<http://www.britishprint.com/training-development/apprenticeships/>