

**Job Overview:**

**Job title: Apprentice Litho Printing Operative**

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

Salary: Starting at minimum wage (appropriate to age)

Location: St Austell Printing Company,

St Austell Business Park, St Austell, PL25 4FD

**Lithography Printing Operative**

We are seeking to appoint an apprentice to join our busy and expanding litho printing 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 production and establish a successful career in the print industry.

We will be working with the British Printing Industries Federation BPIF to deliver the Litho Printing 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 printing 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 litho print production and processes including stock management and litho print.

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

* Learn to prepare, set up, maintain and operate a range of litho printing presses and related software.
* Learn and carry out ink mixing, colour matching and plate mounting.
* Assist and undertake all necessary quality checks to ensure conformance to correct specification.
* Learn, understand and use the company’s MIS for print management of all jobs.
* Gain an understanding of raw materials and their uses.
* Learn and support management of stock and goods-in/goods-out areas.
* Assist with 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, fault finding in all areas within print 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.
* 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.
* Numerate and literate with a good IT skills.
* An interest in machinery and how it works.
* Must have a confident, personable and professional manner.

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

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 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/>