

# Person Specification

Job Details	
<b>Job Title</b>	Production Assistant
<b>Team</b>	Production
<b>Job Type</b>	Full Time
<b>Reports To</b>	Production Manager
<b>Responsible For</b>	You will not be responsible for managing any other employees
<b>Working Hours</b>	Due to the nature of its business, the Production team operates 24 hours per day under a shift work system, which includes UK Public Holidays (apart from Christmas Day, Boxing Day and New Year's Day). You will be required to work 37.5 hours per week in accordance with a shift rota which will be provided to you at least 1 week in advance of any change to your shift pattern, unless otherwise agreed with the Company. The shift rota is drawn up in line with the operational requirements of the business. From time to time there may be a requirement to change the shift pattern and times due to operational need.

Criteria	Essential	Desirable	Method of Assessment
<b>Education/ Qualifications</b>	Minimum 3 GCSE's or equivalent at grade C or above		Application form, CV, Certificate check
<b>Experience</b>		Evidence of working in a manufacturing environment	Application form, CV, Interview
		Evidence of working in a print finishing capacity	Application form, CV, Interview
		Knowledge of current Health and Safety guidelines	Application form, CV, Interview
		Evidence of involvement in continuous improvement initiatives	Application form, CV, Interview
		Evidence of involvement in a successful team	Application form, CV, Interview
<b>Knowledge / Skills</b>	Demonstrates strong communication skills – verbal and written	Computer literate with knowledge of MS Excel, MS Word and email	Application form, CV, Interview
	Demonstrates the ability to use own initiative and shows evidence of strong problem solving skills		Application form, CV, Interview
<b>Work related attributes, qualities, competencies</b>	Demonstrates good interpersonal skills and the ability to build partnerships with line managers and colleagues, both individually and in groups, through good communication skills	Forward thinker	Application form, CV, Interview
	Good organisational skills, able to prioritise, plan and complete tasks, meeting set deadlines		Application form, CV, Interview

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
	Well motivated to initiate and take forward projects and tasks and see them through to a conclusion		Application form, CV, Interview
	Ability to work under pressure		Application form, CV, Interview
	Excellent attention to detail		Application form, CV, Interview
	Positive attitude at work		Interview
<b>Personal / Other Requirements</b>	Logical and systematic; Flexible Patient; High expectations of self; Professional and mature approach; Excellent attendance/ timekeeping		Application form, CV, Interview