

BRIEF JOB DESCRIPTION:

Date: 2026

Job title: Manufacturing Apprentice

Business Division: FP

Job Holder's Manager (job title): Production Lead

Base Location: Crumlin

Purpose of Job:

To learn, develop, and demonstrate core operational competencies in manufacturing while working towards the EAL Level 2 NVQ Diploma in Performing Manufacturing Operations and the EAL Level 2 Award in Industrial Environmental Awareness over 19 months.

The role provides foundational support to production lines, ensuring high safety and quality standards. Designed as a key talent pipeline to support internal succession planning, the long-term objective is to progress into an **Operator 1** position, with advancement earned over time through proven reliability, technical mastery, and strong performance.

Key tasks and responsibilities:

▪ **Practical Line Support & Machine Operations:**

- Learn and assist with the day-to-day operation, setup, and cleaning of production machinery across assigned processing areas under direct supervision.
- Assist with material staging, loading, and transferring raw materials, components, and finished goods safely across the shop floor using approved handling equipment.
- Support specific process activities such as material separation, granulation of scrap, packaging, and wrapping of finished product.

▪ **NVQ Qualification & Continuous Learning:**

- Actively complete all practical tasks, coursework, and workplace assessments required for the **EAL Level 2 NVQ Diploma in Performing Manufacturing Operations** and **EAL Level 2 Award in Industrial Environmental Awareness** within the 19-month timeframe.

- Maintain an up-to-date portfolio of workplace evidence, completing required logs and documentation accurately.
 - Participate in regular progress reviews with internal mentors, team leaders, and external assessors.
- **Safety, Health, & Environmental (SHE) Compliance:**
- Strictly adhere to all statutory regulations, health and safety policies, and Standard Operating Procedures (SOPs), particularly when working around heavy plant machinery.
 - Maintain high standards of housekeeping and work-area hygiene (5S principles) to keep the line free from hazards.
 - Proactively identify and report hazards, equipment malfunctions, safety breaches, and near-misses to line management.
- **Quality Control & Inspection:**
- Perform standard quality checks, visual inspections, and product sampling to ensure output meets company specifications.
 - Accurately record inspection and test results in production logs and quality management software/checklists.
 - Promptly report product non-conformities, defective raw materials, or process deviations to the Production Team Leader.
- **Shift Handover & Operational Communication:**
- Participate in effective line handovers, ensuring relevant shift information, machinery conditions, and material levels are clearly passed to incoming/outgoing team members.
 - Maintain clear, constructive, and professional communication with team members, technical operators, and supervisors.
- **Continuous Improvement & Operational Excellence:**
- Engage in continuous improvement activities (e.g., Lean/5S initiatives, waste reduction, and process efficiency improvements).
 - Shadow experienced Level 1, 2, and 3 Operators to gain hands-on technical skills and deep operational knowledge across the facility.
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Functional knowledge and technical skills within own and other areas:

- Basic mechanical aptitude and interest in manufacturing plant/machinery.
- Good verbal and written communication skills in English.

- Basic computer literacy/IT skills.
 - High awareness of workplace safety and willingness to strictly follow health and safety protocols.
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Educational requirements/qualifications and experience:

- **Age Requirement:** Must be **18 years or older** due to statutory safety regulations for operating and working around heavy plant machinery.
 - **Qualifications:** GCSEs (or equivalent) in English and Mathematics.
 - **Experience:** No prior manufacturing experience required; prior exposure to a hands-on or industrial environment is an advantage.
 - **Working Hours:** 37.5 hours per week (Monday to Friday, 09:00 – 17:00).
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- **Key competencies:**
- **Ambition & Drive to Develop:** Strong commitment to continuous learning and career progression toward a Number 1 Operator role.
- **Safety Consciousness:** Proactive commitment to personal safety and the safety of team members.
- **Teamwork & Collaboration:** Ability to build positive working relationships and integrate smoothly into production teams.
- **Attention to Detail:** Precision in carrying out quality checks, monitoring equipment, and recording data.
- **Reliability & Adaptability:** Dependable attendance, strong work ethic, and open to learning new processes and systems.