

## JOB DESCRIPTION

# Apprentice in Mechanised Print Finishing and Binding

ACCOUNTABLE TO: Shift Operations Manager



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Location: **Melksham**

Full time: 40 hours per week - Monday to Friday, double day shift pattern 6am-2pm / 2pm – 10pm . Candidates may be required to work outside of these hours, when necessary, especially in busy periods.

CPI Group has an exciting opportunity for an enthusiastic Apprentice to join our dynamic Bindery team to develop as a skilled Bindery Operator and actively participate in a three-year apprenticeship in Mechanised Print Finishing and Binding.

CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

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## ROLE OBJECTIVES

The purpose of this role is to learn how to:

- Operate binding machines in the production of cased and flush books
- Operate a single knife guillotine
- Understand the components and make-up of books
- How to make a book by hand

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## RESPONSIBILITIES

The position involves:

- Actively participate in your own development plan
- Work towards key performance standards but always recognizing that quality is paramount
- Ensure good house-keeping of area

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## KEY COMPETENCIES

- Minimum of Grade C or above in GCSE English and Maths, (or equivalent through college study)
- Previous manufacturing experience preferred, but not essential
- Inquisitive with the desire to learn new tasks
- Understanding of the requirement to perform basic duties and to accumulate more detailed and technical knowledge on a gradual basis
- Able to follow instructions and carry them out to the best of your ability
- Proactive in taking responsibility for your own personal development
- Commitment to complete the full three-year apprenticeship
- Accuracy and attention to detail.
- Personable with good communication and relationship building capabilities across all levels of the business.

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If this role appeals to you, please apply in writing with a current CV

Hollie Cullen, [hcullen@cpiprint.co.uk](mailto:hcullen@cpiprint.co.uk)

**Applications to reach us by 5 pm, Friday, 25<sup>th</sup> November 2022**

*If you currently work for CPI Group (UK) you must notify your Line Manager before you apply*