

# FOUNDRY AND WORKS ASSISTANT ROLE PROFILE

OCTOBER 2020

## PURPOSE OF THE ROLE

Working for a historic Loughborough company on predominantly heritage projects, this role is for a keen self-starter who is looking to begin a career in a unique craft industry that produces bells for Churches, Cathedrals and civic buildings throughout the world.

You will support our foundry team as well as our Fabricators, Joiners and Machinists to help them prepare and finish off products to high standards. Specifically, this will involve assisting with mould-making, casting bells and iron components, preparing and fettling the castings, basic machining of components, as well as painting, readying and packing products for despatch.

You will be contributing to the creation of products that have a lifespan of generations. The role is varied day to day and will have occasional site work in prestigious heritage locations.

## RESPONSIBILITIES

- Preparation of moulds for casting bells and iron components
- Pattern setting for Foundry use
- Loading components for machining in a CNC lathe
- Cleaning and fettling castings
- Preparing and painting components
- Assisting skilled craftsmen with materials handling and other production tasks
- Contributing to the assembly of large bell installations

## INTERACTIONS

This role reports to the Production Director, operating between two areas (Foundry and Works). It is a Junior Operative level, working under the supervision of the Foundry Supervisor and the Works Supervisor, and will be a mostly internally focussed.

- Working with several small teams across the Foundry and Works, where tasks are both individual and shared
- Some face to face interaction with customers who are visiting our site to watch their items being made
- Occasional work at customer sites (Churches and ecclesiastical buildings throughout the UK)



## WORKING ARRANGEMENTS

- 37.5 hours a week Monday to Friday. We operate flexible hours Monday to Thursday to allow an early finish on Fridays.
- Overtime paid at a rate of time and a third can be available but is not a requirement or expectation.
- The role is based at our foundry in Loughborough but some site working throughout the UK may be required.
- Salary at minimum wage or just above depending on experience, plus pension, annual leave and sick leave all above statutory minimums.
- On the job training will be provided with the opportunity to undertake further qualifications if desired.
- You must have the right to live and work in the UK.

## THE TYPE OF PERSON WE EXPECT WILL SUIT THIS ROLE

### Technical knowledge and experience

- Basic experience with machining would be advantageous
- GCSE Maths, English and design technology (or equivalent) are highly desirable
- A UK driving licence is desirable

### Skills and Competencies

- Demonstrates aptitude for working with handtools and painting techniques
- Must be fit and able bodied enough to work in and around a Foundry and Manufacturing/Fabricating environment, but also bell towers, and installations
- Is clear and concise in spoken English and able to understand verbal instructions and job specifications
- Demonstrates good numeracy and accuracy to utilise measurements for setting patterns, etc
- Works to deadlines and understands the importance of balancing time, cost and quality
- Shows attention to detail
- Confident to follow instructions, and to operate independently once familiar with our work
- Able to represent the company in manner, appearance and behaviour

### Values and Motivators

- Passionate about the quality and finish of their work
- Keen to learn new craft skills and progress within the company
- Enjoys having multiple activities happening at once
- Enjoys occasionally varied work but accepts repetitive activities as well
- Passionate about working in a heritage industry
- Cares about the company's reputation
- Interested in Churches and bells
- Always wants to deliver on promises to customers
- Prepared to travel occasionally to remote working locations

