

Pre-Press Apprenticeship – Further Information

The Role

This is a unique opportunity for the successful candidate to develop a broad understanding of the Pre-Press production process working across all industry specific equipment within the Pre-Press department, through a two year apprenticeship.

The apprentice will learn a variety of skills and techniques and will learn the processes used within the department. Responsibilities will include loading plates in to setter cassettes, reprographics, handling PDF files and be involved in the effective running of all machines in the Pre-Press department, including daily maintenance tasks. Other responsibilities will include monitoring stock levels and communicating any issues to the Pre-Press Manager.

Over half of the daily work tasks will be associated with the computer to process documents and the remaining part will be spent working on the machines that include lifting and this will be physically demanding.

Full on the job training will be provided on all aspects of the job. The successful candidate will learn and progress to:

- Check all plates that need to be plated.
- Send plates to the relevant Metashooter/Suprasetter CTP.
- Take on project work.
- Provide frequent updates to the Pre-Press Manager on equipment status.
- Be proactive in identifying issues and ensure work is signed off.
- Report any depletion of materials used for stock records.
- Review the quality of the work completed with the team on a regular basis.
- Prepare any reports and supporting documentation as requested.
- Use resources available effectively and work within directed timescales.
- Communicate clearly with your manager.
- Provide and prompt feedback when required.

The successful apprentice will also study the following:

- The City & Guilds Level 2 Award in Printing and Graphic Communications – Pre-Press qualification.
- Employment Rights & Responsibilities (ERR).
- Personal Learning & Thinking Skills (PLTS).
- Functional Skills in Maths, English and ICT.

Weekly Hours & Wages

7.75 hours per day, Monday to Friday. 08:45 to 17:30 (one hour unpaid lunch break).
£5.16 per hour.

Future prospects

On successful completion of the Level Printing & Graphic Communications – Pre-Press qualification the apprentice will be promoted to the position of Pre-Press Specialist. This role is seen as a career progression not just a job.

The Ideal Candidate

Skills required

- The ability to work as part of a team and think on your feet.
- Able to concentrate, work to deadlines and manage own workload.
- Good communication skills and attention to detail.
- Flexibility towards tasks and the needs of the business.
- Basic literacy, numeracy and IT skills.

Personal qualities

- A high level of self-motivation and commitment to training and professional development.
- Enthusiastic, with a positive and mature attitude.
- Honest, punctual and reliable with a strong work ethic.
- Friendly approachable nature.
- Open to feedback and proactive towards personal development.
- A keen interest in the Print industry.

Qualifications required

The successful candidate must have a minimum of GCSE Level C in English and Maths (or equivalent).

Things to bear in mind

This is a fast paced industry requiring exceptional attention to detail and a willingness to learn new skills and put them into practice. The majority of time will be spent working on machines. The work includes heavy lifting and will be physically demanding as you will be on your feet all day.

How to apply:

If you like the sound of our scheme and are passionate about pursuing a successful career with us, please send your CV with a covering letter to vacancies@sterlingsolutions.co.uk with 'Apprenticeship Scheme' as your subject line.

Alternatively, you can post a copy to:

Apprenticeship Scheme
Sterling Kettering
Sterling House
Kettering Venture Park
Kettering
NN15 6XU