

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Job Title: Printing and Post Apprentice

Post No: 50001001

Department: Chief Executive – Partnerships

Grade: Apprentice salary

Reports to: Printing Supervisor

1. JOB PURPOSE

To operate all printing and finishing equipment as required for the efficient operation of the Print Unit. To provide support as required for the courier service between Council buildings and other sites in the district. To operate as part of the Councils postal team for internal and external mail.

2. JOB ACTIVITIES

- a) To operate high volume copiers and all finishing equipment.
- b) To operate folding/inserting machine and applicable software to ensure maximum savings to outgoing post.
- c) To lift and stack paper.
- d) To provide cover for the courier services which collects and delivers letters/boxes/parcels etc. to and from Council Officer, depots, Leisure Centres and such other buildings.
- e) Ensure the outgoing post is correctly sorted and that the records are correctly completed on a daily basis.
- f) Undertake administration duties including incoming post opening and distribution.
- g) Provide an effective and efficient service to both internal and external customers.
- h) Other duties as required.

3. SUPERVISION AND RESPONSIBILITIES

The postholder will communicate with other departments and outside organisations. The work may involve changing rapidly from one task to another during the working day.

The postholder will work under supervision of the Printing Supervisor.

The postholder must work to attain optimum performance in service delivery within his/her area of responsibility.

The postholder should seek the advice of the Printing Supervisor on difficult or contentious decisions.

The postholder will be required to work within the Lone Workers Policy

4. SPECIAL CONDITIONS

Work will be carried out in all types of weather conditions and a full current clean driving licence is desirable.

The postholder must comply with legislative requirements of health, safety and welfare ensuring good practice standards at all times.

Take all possible reasonable steps to create a harmonious working environment using consultation, effective communication and team working techniques.

This job description is a guide to the duties the postholder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Printing and Post Apprentice

Post No: 50001001

EDUCATION/QUALIFICATIONS

Essential

1. Good general education.

KNOWLEDGE AND EXPERIENCE

Desirable

1. Previous Local Government experience.
2. Working within a customer focused organisation.
3. Current, clean driving licence

SKILLS

Essential

1. Communicating verbally and in writing.
2. Working under pressure.
3. Meeting deadlines.
4. Flexibility.
5. Prioritising.

Desirable

1. Computer literacy.
2. Knowledge of relevant design software.

ATTITUDE

Essential

1. Enthusiastic.
2. Punctual.
3. Committed to providing a quality service.
4. Good personal motivation and self discipline.