



<b>JOB TITLE:</b>	Component Finisher (Deburrer)	<b>DEPARTMENT:</b>	Production
<b>LOCATION:</b>	Whitchurch, Hampshire	<b>JOB CODE:</b>	
<b>HOURS:</b>	<b>Option A:</b> Mon – Fri 8am – 5pm (42.5 hours per week) <b>Option B:</b> 2 week shift pattern (101.5 hours over two week shift)	<b>TRAVEL REQUIRED:</b>	No
<b>SALARY RANGE:</b>	<b>Option A:</b> £19.5K - £25K <b>Option B:</b> 28% uplift on option A	<b>POSITION TYPE:</b>	Permanent
<b>HR CONTACT</b>	recruitment@rethompson.co.uk	<b>DATE POSTED:</b>	31/01/2019

#### JOB DESCRIPTION:

To deburr and finish machined components using various hand held tools and finishing materials. Ensure components are finished to the standard expected by the customer within given deadlines. Liaise with the line manager and other departments to manage workload and customer requirements. Read and understand technical drawings to ensure components are in line with job requirements.

#### KEY TASKS:

- To identify damage to a component by completing detailed visual checks on machined metal not previously noticed by the operators
- Know when a component should be rejected and return to operator
- To deburr the component and finish it to a high standard using RET marked up drawings
- To undertake chemical cleaning when needed
- Accurately understand RET internal drawings
- Complete and update job sheets accurately
- Despatch parts to sub-contractors
- Communicate effectively with the Operators
- Work with minimum supervision within a team environment
- Maintain a high level of tidiness and order at all times around your work area, in the workshops and around machines

#### STAKEHOLDERS:

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| <b>Internal:</b> | <ul style="list-style-type: none"> <li>• Operator team members</li> </ul> |
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#### QUALIFICATIONS:

No specific qualification are needed although any gained in a similar job role will be beneficial. Training is given in-house combining job shadowing with on the job tuition. The job holder's learning will be evaluated regularly.

#### KNOWLEDGE:

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| <b>Desirable:</b> | <ul style="list-style-type: none"> <li>• Previous experience is desirable and not essential</li> </ul> |
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#### SKILLS:

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| <b>Essential:</b> | <ul style="list-style-type: none"> <li>• Dextrous - good with hands; able to manipulate small hand held instruments accurately. Good hand-eye co-ordination</li> <li>• Ability to maintain a high level of attention to detail through the working day</li> </ul> |
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	<ul style="list-style-type: none"><li>• Good eye sight required due to working with small complex parts and some work is done using a microscope</li><li>• Understand RET internal drawings</li><li>• Ability to understand, follow written and verbal instructions</li></ul>
<b>ATTRIBUTES:</b>	
<b>Essential:</b>	<ul style="list-style-type: none"><li>• Have an organised methodical way of working</li><li>• Preference for maintaining tidiness and order around the work area</li></ul>
<b>CONDITIONS OF SERVICE:</b>	
<p><b>Probationary period</b> - both temporary and permanent appointments subject to a probationary period of 25 weeks. At the end of this period, subject to service being satisfactory, permanent employment will be confirmed if any. Please refer to the Probationary policy.</p> <p><b>Health and Safety</b> – to take reasonable care to promote a healthy working environment and safe working practices in accordance with Health and Safety Policy. As an employee, there is a requirement under section 7 of the Health and Safety At Work Act 1974 to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions at work</p> <p><b>Satisfactory Security Verification</b> (Baseline Personnel Security Standard) Due to the requirements of our customers and clients regarding the work you will be doing, you are required to satisfy certain eligibility criteria to satisfy a BPSS check, particularly your nationality; you will need to show you hold either EC or NATO country nationality, or dual nationality with both countries in these groups. We may therefore require you to provide additional documentation to verify your ID, nationality, employment or academic history and unspent criminal convictions.</p>	