

Up Moving On

Supporting East Sussex residents, living in supported and temporary accommodation, to secure an apprenticeship or employment, and permanent

Employer: Boutiques Modern Limited

Location: Newhaven

Role: Factory Worker

Salary: From £18,750 p/a F/T permanent

Hours: 40 p/w (07.30am – 3.30pm) Monday - Friday

What is the job?:

Boutique Modern specialise in manufacturing modular housing at their factory in Newhaven. Modular homes are built from several component parts that form a single structure. The company prides itself in embracing modern construction methods to deliver sustainable homes that meet local need.

There are several positions available in the factory. Boutique Modern is happy for people to try various teams if they are successful at interview, to see what they like and have an aptitude for. Boutiques Modern is an inclusive employer and Disability Confident.

Roles & Responsibilities:

- Completing section specific tasks in accordance with the relevant Task SOP to the Production drawings and Build Book under the instruction of your Team Leader
- Ensuring all pre-start and safety procedures are followed, proper equipment and PPE are used and ensuring all controls are in place every time the task is completed.
- Always Working in a manner safe to you and those around you.
- To work collaboratively with all Boutique Modern staff and subcontractors to achieve Team and Company targets.
- To maintain your team's equipment and work area. Ensuring workspace is clean, sharp and properly maintained via the appropriate channels.
- Reporting faulty equipment to management and treating all tools with appropriate care and respect.
- Reporting accidents and near misses accurately including inputting into near misses that you have witnessed
- Cooperating with the accidents reporting procedure.
- Reporting stoppages or non-conformities in process and material via the standard operating procedure.
- To actively seek information which is not readily available with regards to process, policy or operations. If you don't know, ask.
- Maintaining clear lines of communication between your role and all surrounding departments - Ensuring all supply and receipt of information is clear and relevant.
- Reporting actual or suspected misconduct or neglect of company policy via the appropriate channels.

- Ensuring Boutique Modern maintains a culture of continuous improvement across all areas and departments both internal and client facing, in-factory and on-site. Providing constructive input into the improvement of
- processes and procedures.
- Maintaining discretion and confidentiality over design, information transfer and construction processes towards anyone outside the company.

What skills do I need? The top 3 skills for this post are:

1. Have an eagerness to learn new skills
2. Understand the importance of following instructions and working safely
3. Be reliable, turn up on time in a correct state to work

What attributes or other qualities do I need? Top 3 attributes for this post are:

1. Be a good team player and be happy to communicate problems
2. Be capable of manual work however, as a Disability Confident employer we will guarantee an interview to anyone who has faced barriers to work previously
3. Be accepting, inclusive and work within diverse teams

What experience do I need?

- No previous experience in construction is required.

What else does the job offer?

- Further support and training relevant to the role will be offered including:
- CSCS and other H&S qualifications
- Tool Specific training & toolbox Talks
- PASMA (Prefabricated Access Suppliers' and Manufacturers' Association)
- Forklift training
- Management and Administration training, if selected, for more specific roles

Additional information:

Deadline for applications: N/A Multiple vacancies

To find out more about this post and the extra support offered to help you apply, including how to access bursary payments on the Moving On Up programme, please email: movingonup@sussexcommunity.org.uk
Please note that referrals must be made by a support worker or other professional who supports you.

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