



# **SKYE INSTRUMENTS LTD**

## **JOB INFORMATION PACK**

### **Production Worker**



## **COMPANY INFORMATION**

Skye Instruments is a family-run Company and started in 1983 on the Isle of Skye in Scotland by John and Gill Wilde. It operated from their home and when the business outgrew their house they relocated to Llandrindod Wells in 1986. As the business has grown the Company has moved to larger and larger premises on the Ddole Industrial Estate, and in 2000 purchased their current 10,000 sq.ft. factory.

Skye designs and manufactures a range of electronic instruments that are used in plant and crop research. Our product range also includes an Automatic Weather Station, which is used in the Environmental Sector. Skye has an excellent reputation for quality products and customer service.

### **Employee Ownership**

As part of succession planning within Skye, the owners John and Gill decided that they would like to go down the route of Employee Ownership. The main reasoning behind this decision was that John and Gill wanted to ensure that the employees had a stable base in order to make the company successful as an independent business over the short & long term.

These benefits include the ability for Skye staff to keep control of their own destiny, have a participative work environment and share in the profits and capital gains that they help to create.

### **Staffing**

We have an excellent team of, currently, 17 members of staff, The factory is open-plan and we very much work as a team with a definite 'hands-on' approach. We have several social events during the year from BBQs to our Christmas event.

### **Training and Development**

A lot of training is undertaken in-house, mainly because a number of our requirements are specialist. However, we are kept informed of courses that are being held locally and if they are applicable, then staff are encouraged to attend. Staff are also encouraged to be aware of any relevant training and inform their Line Managers.

### **Pension**

Skye operates a contributory pension scheme which employees are auto-enrolled into (subject to the conditions of the scheme).

### **Holiday**

Entitlement is 20 days per year, plus bank holidays, plus the days in between Christmas and New year.

### **Probation Period**

We operate a three month probationary period. Performance is continually monitored and after 3 months a review is held. If all is okay then the position becomes permanent and a wage increase given. Regular appraisals are held with Managers.



## **JOB DESCRIPTION**

**Job Title:** Production Worker  
**Job Reference:** PW1909  
**Working Hours:** 37 hours (Monday to Friday)  
**Rate of Pay:** Meets National Minimum Wage

### **Main Purpose of the Job:**

The manufacture of a range of products to a high quality standard in line with company procedures and documentation.

### **Principle Responsibilities:**

The manufacture of a range of products to a high quality standard in line with company procedures and documentation.

1. Assembly of Printed Circuit Boards with through hole and surface mount soldering work.
2. Assembly of instrumentation and ancillary equipment.
3. Precision machining; to include the use of drills, lathes, mills and other workshop equipment as required.
4. Preparation of components used in our products.
5. Finishing of instrumentation and ancillary equipment.
6. Repair and service returned instrumentation and ancillary equipment.
7. Assist with packing orders when required.
8. Assist with stock control.
9. Contribute towards the updating of manufacturing procedures as and when required.
10. Work in a tidy and efficient manor and maintain an organised work station.
11. Ensure health and safety advice and instructions are followed and complied with, this includes the correct use of Personal Protective Equipment.
12. Arrange cover of your workload when not in the factory (planned leave, training, etc.).
13. Assist with job cover within your department and occasionally others when required.



## PERSON SPECIFICATION

No formal training or previous knowledge is required - training is carried out by Skye. However, most of the work is of an intricate and delicate nature and you would be handling a lot of small components. There is also an element of work using machinery, such as a pillar drill, band saw and bench grinder. Throughout the manufacture process, our main focus is on high quality standards, and you will be expected to maintain these with your products, and any processes / procedures carried out at Skye.

We are therefore looking for someone whose hobbies are of a practical nature involving your hands, eg. model making, needlework; knitting; has dexterity; has confidence at using machinery; is able to work as part of a team and individually. You would also need patience, concentration and attention to detail and quality.

Attribute	Essential	Desirable	Identified			
			App Form	Interview	Test	Exercise
<b><u>Experience</u></b>						
● Previous experience not essential						
● Experience of similar work		X				
<b><u>Knowledge</u></b>						
● Existing knowledge not required						
<b><u>Registrations, Qualifications &amp; Training</u></b>						
● Commitment to undertaking all training relevant to this Role	X		X	X		
● Ability to achieve Manual handling training	X		X			
● 5 GCSE's or equivalent (Including Maths and English to Grade 'C' or above)		X	X			
<b><u>Personal Qualities</u></b>						
● Good communication skills	X		X	X		
● Ability to work as part of a team	X		X	X		
● Attention to detail	X		X	X		X
● Committed to high quality standards	X		X	X		
● Reliability in terms of time-keeping	X		X	X		
● Be self motivated	X		X	X		
<b><u>Safeguarding Requirements</u></b>						
● If required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate	X		X			
<b><u>Skills</u></b>						
● Good dexterity and practical skills	X		X			X
● Ability to follow instructions	X		X			X
● Ability to work quickly and methodically	X		X			X
● Ability to concentrate while doing repetitive tasks	X		X	X		
● An ability to work under pressure and prioritise workloads to meet deadlines	X		X	X		
<b><u>Other Requirements</u></b>						
● Committed to Employee Ownership	X			X		