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| Job Title: | Production Operative - Phenolic |
| Base: | Walraven Ltd 18b Wildmere Road Wildmere Industrial Estate Banbury OX16 3JU |
| Reporting to: | Phenolic Team Leader, Department Manager - Production |
| Salary : | £27,963.94 per annum |

Working schedule: Monday to Friday 7:30am to 4pm with a 30 minute unpaid lunch break
25 Days holiday per annum, plus 8 Bank Holidays (5 days of allowance must be kept for Christmas shut down)

Position overview

An exciting opportunity has arisen to join the Walraven Ltd, Banbury team, working in the Production Department.

As a Production Operative within the Phenolic Section we are looking for an individual who is highly organised and proactive, has sound mathematical skills, has the ability to structure and prioritise their own work, cover for colleagues and communicate in a timely, clear and concise manner at all times

Products will be manufactured/assembled using the most efficient production processes available to the company, without jeopardising the quality of the product.

Cleanliness, cost, time and efficiency will be a key focus in delivering to the customers' expectations and supporting the needs of the business, whilst ensuring continuous compliance to Health & Safety (H&S) Regulations and Walraven's H&S policy.

Key Responsibilities

Production Duties

Produce products in line with route card instructions and product drawings, following all Safe Operating Procedures (SOPs): this includes setting up and operating a range of production machinery such as, but not limited to

- glue guns
- band saws
- guillotines
- spray/wash booths and drying lights

Whilst maintaining a consistent, efficient, and professional approach to all tasks.

Materials Handling

- Select and collect required materials from designated production areas to support ongoing manufacturing activities

Finished Goods preparation

- Prepare and pack finished products in accordance with specifications, ensuring they are accurately labelled and ready for the next stage of processing or dispatch

General

- Undertake any other reasonable duties as required by the Management Team, in line with the scope and responsibilities of the role

Key Expectations

In addition to outlining the key responsibilities of a role, we include key expectations that reflect the values and culture of our organisation. These help us to guide how we work with each other, support one another and deliver results. They are an essential part of our mission to be a “Multinational with a heart”, where every employee can thrive.

- **Act with heart** – Foster a safe and inclusive workplace by being approachable, listening respectfully, and responding with kindness. Encourage others with a positive attitude, build strong working relationships, and collaborate effectively with all kinds of people. Remain calm and composed, even under pressure. Value diversity and help create equal opportunities and a welcoming environment for everyone
- **Act in line with our values** – Ensure that your behaviour and communication reflect the organisation’s core values and what we stand for
- **Deliver results** – Take ownership of agreed objectives and consistently deliver high-quality outcomes on time, in line with your key responsibilities

Training and Development

All staff will receive the necessary education, training, and support to fulfil the responsibilities of their role. This may be delivered by competent internal staff or through external providers where specific certifications are required.

The Phenolic Team Leader will oversee a structured Personal Development Plan (PDP), delivered in three stages throughout the year via our Employee HRIS platform.

Core Competencies

As part of our commitment to personal and professional development, we have a set of core competencies that will guide how we grow, learn, and succeed together. These competencies are designed to support individuals in building their skills, enhancing their performance, and aligning their development with the needs of the business. By focusing on these areas, we aim to create a culture of continuous improvement, where everyone is empowered to take ownership of their growth and contribute meaningfully to our shared success.

- **Customer Focus** – Dedicated to meeting the expectations of both internal and external customers, actively fostering trust and maintaining effective relationships.
- **Continuous Productivity** – Demonstrates the ability to work efficiently and effectively to deliver results, taking ownership of outcomes and deliverables to ensure sustainable performance.
- **Functional Expertise** – Possesses the knowledge and skills required to perform the role effectively, applying best practices to achieve optimal results

Required Personal Specification

- Previous experience within a Production Department
- Good understanding of the English Language both written and verbal

Desired Personal Specification

- Current Counterbalance certification

Employee Benefits

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| At start of employment: | Employee assistance programme – policy that provides money back against certain everyday health care bills Salary sacrifice pension scheme – option to opt out available Employee recognition scheme – platform that turns points into vouchers |
| Once probation is passed: | Life Insurance policy Cycle to work scheme MotorSave scheme |

Equal Opportunities Statement

We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We are committed to creating an inclusive environment for all employees.

Other Company information

Walraven are proud to be a Living Wage Employer, committed to ensuring our employees earn a wage that meets the real cost of living.

Where required, we provide a free uniform and personal protective equipment (PPE) to ensure your safety and comfort at work.