

## MACNAUGHTON HOLDINGS LIMITED

### JOB DESCRIPTION

|                         |                                                           |
|-------------------------|-----------------------------------------------------------|
| <b>Job Title:</b>       | Weaver/Mender                                             |
| <b>Location:</b>        | Islabank Mills, Keith                                     |
| <b>Department:</b>      | Production                                                |
| <b>Responsible to:</b>  | Assistant Manager                                         |
| <b>Responsible for:</b> | There is no responsibility planned for supervising staff. |

#### Job Purpose

To work as part of a team providing an efficient service within the Mending/Weaving departments with the purpose of weaving and the mending of cloth within our weaving facility in Keith.

#### Principal Duties

- The role requires a high degree of flexibility as the job is non specific in terms of regularity. The specific tasks are based upon the operational requirements and are determined by the assistant Mill Manager, which include the operation of weaving machinery and the detection and rectifying of any faults within the weaving and mending process.
1. To assist the company in maintaining its reputation as a weaver of high quality woven fabrics, by ensuring that the production of second quality goods is kept to a minimum, in conjunction with the weaving manager, this will include the identification and rectification of any problems associated with the preparation and mending processes.
  2. To assist in the maintenance of a safe working environment through the strict adherence to company health and safety rules and procedures. This will specifically include:
    - Ensure that machines are only operating in line with the manufacturer's instructions.
    - Ensuring that all safety interlocks are working correctly, all guards are securely attached and that all checks are recorded.
    - Ensuring that a high standard of housekeeping is maintained, with particular emphasis and notice taken of oil, grease and warp lubricant spillages.
    - Records are kept of all routine safety checks.
    - Adhere to all C.O.S.H.H guidelines.

## **Other Duties**

The post holder will be required to perform duties appropriate to the post, other than those given in this job description. These particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the position or the level of the responsibilities entailed.

## **Attributes and Experience**

In addition to basic literacy skills, excellent timekeeping and attendance record, the following attributes are required.

- Excellent interpersonal and communication skills.
- A team worker with a flexible attitude and ability to work on own initiative.
- Full capacity to recognise and distinguish between different colours.
- Technical ability and attention to detail in all aspects.

## **Note**

This job description is for guidance of applicants only and does not form part of any offer or contract of employment.

## MACNAUGHTON HOLDINGS LIMITED

### EMPLOYMENT INFORMATION

|               |                                                                                                                                                                   |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POSITION      | Weaver/Mender                                                                                                                                                     |
| LOCATION      | Islabank Mills, Keith                                                                                                                                             |
| HOURS OF WORK | Monday to Friday, 37.5 hours per week<br>8.00 a.m. to 4.00 p.m.<br>(1/2 hour for lunch)<br><br>Additional hours may be required to fulfil the duties of the post. |
| ANNUAL LEAVE  | 30 days holiday entitlement per annum which includes time off for public/bank holidays.<br>The leave year runs from 1st January to 31st December.                 |
| REMUNERATION  | £8.91 per hour.<br>Payment is made weekly in arrears.                                                                                                             |

### ADDITIONAL INFORMATION

|                     |                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------|
| NO SMOKING POLICY   | The Company operates a no smoking policy.                                                                     |
| EQUAL OPPORTUNITIES | The Company is committed to equal opportunities and welcomes applications from all sections of the community. |

### APPLICATIONS

Application and equal opportunities monitoring forms should be returned to Personnel Services - Vacancy Reference 'WM', Macnaughton Holdings Limited, Tower House, Ruthvenfield Road, Perth, PH1 3UN. If you do not wish us to contact any of your referees without your specific prior consent, please state this clearly on your Application for Employment Form.

**Please ensure that you quote the vacancy reference 'PT' on your application form and on the outside of the envelope.**

The closing date will be posted on our website at [www.macnaughton-group.com](http://www.macnaughton-group.com). Please ensure that your application is with us by that date.

### NOTE

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# MACNAUGHTON HOLDINGS LIMITED

## GENERAL COMPANY INFORMATION

### History

The original weaving business began in 1783 at Remony near Aberfeldy, Perthshire and moved to Pitlochry in 1835. Over the years there have been many changes to the business although it has always remained within the same family. Since 1999 the Head Office and warehousing operations have been based in Perth, with production operations located in Keith and Paisley.

### Company Structure

Macnaughton Holdings Limited is a privately owned company, managed by a Board of executive and non-executive Directors. The executive Directors are responsible for their separate divisions (Finance, Operations, Production and Wholesale) with overall responsibility resting with the Managing Director.

The Company employs approximately 95 people in total. The majority of the employees are based in Perth, Paisley and Keith, with certain Sales Personnel based in other areas in Scotland and England

### The Brands

The Company's products are wholesaled under the following brand names.

#### The Isle Mill

The Isle Mill is known for its fine upholstery fabrics and throws designed by an in-house team and manufactured from predominantly natural fibres. The stock collections are supplied to the interior design and hospitality markets in the U.K. and abroad through a network of agents and distributors. A design and manufacturing service is also offered to other wholesalers.

#### The House of Edgar

This market leading brand offers a flexible stock service to meet the needs of the Highlandwear market. Approximately 1,000 kilting tartans are stocked along with an extensive range of jackets, sporrans, brogues, hose, ties and a selection of tartan giftware.

#### Whitehill & Wilsons - Paisley

The Whitehill & Wilsons brand has been built around the famous Paisley teardrop motif that has inspired a range of scarves and shawls for the retail market. The original archive designs have been translated into modern patterns and colours.

#### Whitehill & Wilsons - Scout/Guide Neckerchiefs

For many years Whitehill & Wilsons has been the main supplier of neckerchiefs to the Scout and Guide movements in the U.K. and Europe. Standard troop, district and council neckers are available and special neckers for scouting events are regularly produced.

## **MACNAUGHTON HOLDINGS LIMITED**

### **EMPLOYING PEOPLE - A BRIEF OUTLINE OF OUR COMPANY'S POLICY**

The Company's success depends to a significant extent upon the contribution of its employees. The Board of Directors therefore recognises that fair and effective employment policies are essential to the achievement of that success.

The Company also recognises that the success of these policies requires that there should be an awareness and acceptance of them at every level of the organisation. The successful development, implementation and operation of employment policies require the involvement of all employees.

The Board of Directors has identified the following policy areas, based on the foregoing principles, which it considers are essential to the future success of the Company:

- Health and safety - to maintain safe and healthy working conditions for all employees.
- Workforce planning - to determine the future mix of skills and size of workforce required, and plan to meet the Company's needs.
- Equal opportunity - to do everything possible to ensure that all present and potential employees have an equal opportunity.
- Security of employment - to provide security and continuity of employment, consistent with the need to ensure the continued viability of the organisation.
- Training - to set appropriate standards of performance for the organisation and to provide training which ensures these standards are met.