

JOB TITLE CNC Setter
DATE .././2026
REPORTS TO Factory Manager

POSITION DESCRIPTION

Position purpose	To set the CNC machines in a safe and efficient manner and ensure the product is being produced to the quality requirements of the drawing and within the quoted cycle times.
Main tasks	<p>Core objectives include:</p> <ul style="list-style-type: none"> • Setting of the machines • Ensuring they are producing quality components in the required cycle times • Ensuring tool wear is within the expected standards • Making sure safety procedures are followed • Ensuring programs are backed up to the server • Completing all paperwork as required. <p>The above list is not exhaustive, and the role may change to meet the overall objectives of the company.</p>
Other Duties	<ul style="list-style-type: none"> • Fulfil other duties as required by management and other department personnel as requested/required
Required qualities	<ul style="list-style-type: none"> • Professional approach. • Ability to work under pressure. • Organisational and time management skills. • Excellent attention to detail.
Desired competencies	<ul style="list-style-type: none"> • Analytical thinking. • Initiative. • Business awareness. • Tenacity. • Strategic thinking. • Positive approach to change.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Formal qualifications are not required but an overall and competent knowledge and metal machining experience are required to form the basis for the CNC machining Setter.
Experience	<ul style="list-style-type: none"> • Relevant commercial or practical experience
Knowledge	<ul style="list-style-type: none"> • Keep abreast of current machining trends and tooling cutting data.

Skills & competencies

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Professional approach (essential).
- Confident manner (essential).
- Positive approach to change (essential).

Other

- Working knowledge of computers is required

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Mike Graham
Managing Director

.....
Date