



Assistant Winemaker	
Reporting to:	Director of Wine
Working Hours:	Full time: 37.5 hours per week
Salary:	Scale Point 15 - 20 £23,477 to £27,223 per annum
Job Code	PC S4
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

This is a vital and vibrant role in our winery, and you will gain unrivalled experience in helping us developing cutting edge winemaking and training in this country.

Job Purpose

To have day to day responsibility for the winemaking at Plumpton College under the direction of the Head Winemaker.

Duties and responsibilities of the job

1. Main Duties

1. Responsibility for the day to winemaking at Plumpton College under the direction of the Head Winemaker, ensuring and building on the good reputation and profitability for Plumpton Wine Estate Wines.
2. All related winemaking working under direction of the Head Winemaker including, but not limited to; Fruit receipt, weighing and processing, grape processing, flotation, racking & transfers, additions and inoculations, must adjustments enrichment, de-acidification), fermentation monitoring including MLF, fining, stabilisation (traditional, additive, protein), filtration, bottling, tirage, labelling operations, disgorging operations, ensuring winery and surrounds cleanliness at all times, load riddling cages, load and unload gyro pallets, work flexibly in the winery and in both vineyard sites. Able to follow detailed instructions and take responsibility.
3. Support the Head Winemaker by directing, organising, motivating, and training winery bank staff and students.
4. Ensure safe working conditions are provided for yourself, our staff and the public, at all times, adhering to Health and Safety law and good practice.

5. Keep up to date with new technology and production methods and be keen to look forward to future developments.
6. Keep up to date all work in our winery software Vintrace and reporting; including H&S assessments and reports, quality control, stock recording, SALSA, COSSH.
7. Support the practical lessons in the winery working with the Lecturer to teach students use of the equipment and winemaking.
8. To be responsible for stock-take for wine (working with the wine sales manager), chemicals and consumables- ensure ordering is done in advance of need.
9. Using mechanical equipment safely and, where necessary, ensure other staff are fully trained and are also using equipment safely with appropriate PPE.
10. Use and check maintenance plans for all equipment and ensure servicing is carried out when needed, keep an up-to-date maintenance log.
11. Make sure that faulty equipment is taken out of use and is repaired, informing your line manager of repairs that need to be made.
12. Monitoring the lists of the day-to-day winemaking requirements and carrying out.
13. Supporting the Head Winemaker with managing the Winery budget.
14. Ensure that the College mission statement and policies (including Health and Safety, Equal Opportunities, Inclusive Learning, Drugs, Harassment) are promoted to the student body
15. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the Head Winemaker, Head of Department, member of Senior Management Team, or the Principal.
16. Ensure all required record keeping is kept up to date and accurate.
17. Support the Head Winemaker with maintaining required sustainable practices by SWGB. Aspire to go above and beyond the certification requirements, in agreement with Director of Wine.

2. Continuous Professional Development

Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.

4. Other responsibilities and duties

To undertake any further duties commensurate with your role and responsibilities of the post allocated by the Line Manager, Director of Wine, or a member of SMT.

To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
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Commercial winery experience.

Tertiary qualifications in oenology or relevant experience.

Forklift qualifications.

Computer literate.

Competent operator of all winery equipment.

Team player in a fast-growing department.

Full right to work in the UK.

Desirable Criteria

First Aid trained.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required, especially at harvest and to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should

be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.