



Inflite The Jet Centre

Job Title: Night Shift Supervisor

Department: Engineering

Shift Pattern: 5, 5, 4, 5, 5, 4,

Reports To: Head of Maintenance

Location: Stansted

Job Purpose:

The Nightshift Supervisor is responsible for ensuring the smooth operation of the Stansted facilities, facilitating timely and professional customer communication, and ensuring maintenance inputs are adequately resourced to meet commercial targets.

Accountability:

- Ensure the Stansted Facilities comply with regulatory and company standards outlined in the company MOE.
 - Handle all AOG/Line maintenance support requests professionally and promptly.
 - Ensure correct resourcing of base maintenance inputs and meet planned loading and regulatory requirements.
 - Keep customers regularly informed about maintenance activities.
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Main Responsibilities and Duties:

- **Maintenance Tasks:** Execute maintenance tasks as directed by the Licensed Engineer, ensuring all relevant paperwork is accurately completed.
 - **Customer Communication:** Serve as the primary point of contact for internal and external customer communications during out-of-hours periods, ensuring prompt and professional responses.
 - **Facility Management:** Maintain good housekeeping standards within the hangar environment and associated workshops to ensure a safe and organised workspace.
 - **Compliance:** Ensure all activities adhere to relevant company and Health and Safety procedures, with a focus on maintaining regulatory standards.
 - **Quality Assurance:** Oversee contract staff to ensure they receive comprehensive work instructions, are properly briefed on each activity, and work according to the quality system defined in part 3 of the company MOE.
 - **Labour Organisation:** Organise and control labour within the designated area of responsibility in collaboration with the licensed engineer.
 - **Work card Management:** Raise work cards and requisitions as directed by the Licensed Engineer to facilitate maintenance operations effectively.
 - **Continuous Improvement:** Continuously seek opportunities to improve productivity and minimise costs across all activities.
 - **Progress Communication:** Regularly communicate the progress of inputs/projects through written reports and daily meetings.
 - **Additional Duties:** Undertake any additional duties as required by the Shift Supervisors, Head of Maintenance, or Deputy Head of Maintenance.
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Authorities:

- Has disciplinary authority over the staff within the area of responsibility.
 - Request and provide assistance to the Head of Maintenance.
 - Request assistance from other departments.
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Qualifications Prerequisites:

- Demonstrable experience in a similar role.
 - Completed a recognised aircraft mechanic apprenticeship.
 - Computer literate with experience in ERP software and Microsoft Office.
 - Excellent organisational and communication skills.
 - Full UK Driving Licence.
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Other Specifications:

- **Organisational Skills:** Highly organised and capable of prioritising tasks effectively in a fast-paced environment.
 - **Confidentiality:** Maintain strict confidentiality regarding company and customer information.
 - **Training and Assessment:** Attend and successfully complete all mandatory training and assessments relevant to the area of activity.
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What We Offer:

- **Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- **Generous Annual Leave:** Enjoy increasing annual leave entitlement as you grow with us.
- **Salary Exchange Pension Scheme:** Secure your financial future with our comprehensive pension plan.
- **Employee Assistance Programme:** Receive support for your mental and emotional well-being.
- **Life Assurance:** Gain peace of mind for yourself and your loved ones with our life assurance coverage (subject to scheme rules).
- **Employee Cash Plan:** Access financial assistance for health and well-being-related expenses.
- **Enhanced Maternity and Paternity Schemes:** We support you and your growing family during significant life milestones.
- **Professional Growth and Development:** Access continuous opportunities to enhance your skills and advance your career.
- **State-of-the-Art Equipment and Technology:** Work with cutting-edge tools and technologies.
- **Ongoing Training and Certification Programmes:** Stay up-to-date with the latest industry standards and practices.
- **Career Advancement Opportunities:** Clear paths for progression within our dynamic organisation.

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