



South Downs College

**Job Description:**

<b>Post:</b>	<b><i>Animal Care Technician</i></b>
<b>Salary Grade:</b>	<i>Grade 2 £15,594 - £17,964 pro rata</i>
<b>Responsible to:</b>	<i>Head of Department</i>
<b>Responsible for:</b>	

**Key Purpose:**

<b>1</b>	To provide technical support to staff and students
<b>2</b>	To be responsible for the daily operation of the learning environment equipment and teaching resources, and the supervision of designated learning areas
<b>3</b>	To ensure that Health and Safety guidelines are adhered to

**Key Responsibilities and Accountabilities:**

<b>A</b>	To organise daily activities within the learning environment, including the preparation of teaching resources and housekeeping
<b>B</b>	To provide assistance to individuals or groups of students within the learning environment
<b>C</b>	To undertake reviews of health and safety policies and procedure in the workplace and undertake risk assessment
<b>D</b>	To implement and maintain the regulations of the Health and Safety at Work Act 1974 and all other related Health and Safety legislation and regulations
<b>E</b>	To participate in curriculum area, College, employer/parent functions, meetings and promotional activities as required
<b>F</b>	Participate in course review activities and the generation and implementation of new resources and action plans
<b>G</b>	Monitor and maintain equipment and prepare replacement plans
<b>H</b>	Order and stock take materials and equipment
<b>I</b>	Clean and maintain working spaces, develop working environment, provide technical support and assistance for projects
<b>J</b>	Feed Clean and water animals
<b>K</b>	Daily upkeep of animal unit
<b>L</b>	Transporting animals to and from veterinary practices

**Cross-College Responsibilities and Accountabilities:**

<b>1</b>	Participate in Performance Management and professional development activities as required.
<b>2</b>	Value and promote diversity and equal opportunities.
<b>3</b>	Work within health and safety guidelines and be aware of your responsibilities for health and safety.
<b>4</b>	Fully support and adhere to the College approved strategies, policies and procedures.
<b>5</b>	Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults.
<b>6</b>	Responsible for Student Success Rates, Retention and Achievement
<b>7</b>	Support the College's quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards
<b>8</b>	Provide the best possible service to customers (both internal and external) in line with College standards.

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College's operational sites.

## Person Specification

	<b>QUALIFICATIONS &amp; TRAINING</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
i	Level 3 qualification in Animal Care	E		A
ii	Technical qualification in the relevant subject area		D	A
iii	Driving licence	E		
	<b>KNOWLEDGE, EXPERIENCE &amp; UNDERSTANDING (CURRENT)</b>			
iii	Relevant industrial/subject experience	E		A I
iv	Experience of following/ applying Health and Safety procedures	E		A I
v	Working knowledge of the relevant curriculum area	E		A I
vi	Experience of ordering supplies and maintaining stock levels	E		A I
vii	Understanding and awareness of Health and Safety legislation	E		
viii	Knowledge of Microsoft Office Applications, including Word and PowerPoint	E		
ix	Maintaining relevant equipment		D	A I
X	Understanding of safeguarding vulnerable groups		D	
	<b>SKILLS &amp; ATTRIBUTES</b>			
x	Competency in using the relevant tools	E		A I
xi	Time management skills, organisational skills and the ability to prioritise tasks effectively	E		A I
xii	Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing	E		A I
xiii	Ability to work alone and as part of a team	E		A I
xiv	Ability to solve problems and make decisions	E		A I
xv	Flexible approach	E		I
	Committed to student support	E		I
	Able to work weekends, bank holidays and College closure days	E		I

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment

Please note that Qualified Teacher Status (QTS) is not deemed essential to the job description at point of entry to the role. The College does require all lecturers ultimately to have QTS. Therefore all lecturers appointed without QTS will be required to be enrolled on a route to achieving QTS within the first year.

All post holders will be required to either demonstrate that they have QTS or agree to undertake a QTS qualification route and agree and sign a Professional Qualifications Agreement. The College will fund 100% of the qualification where it is deemed essential however if you leave the College during or within 2 years of completing the course, you may be required to repay all or part of the sum paid to the course provider, in accordance with the Professional Qualifications Agreement.