



Animal Studies Technician (Bank Contract)	
Reporting to:	Animal Collections Manager
Working Hours:	Bank (Weekend, bank holiday and weekday cover when required)
Salary:	Up to £28,039 per year pro rata for hours worked
Position Code:	PC S3
Job Status:	Bank position

Job Purpose

The technician is responsible for providing daily operational support to the Animal Education Centre and, where required, within the Animal Studies faculty. The role includes providing specific one-to-one and small group student support within the practical learning environment. This is a bank role to provide short notice cover for weekends, bank holidays, and staff absences.

Duties and responsibilities of the job

1. Main Duties

a. Maintain the Animal Education Centre and ensure good welfare/husbandry of Animal Education Centre animals under the direct supervision of the Animal Collections Manager.
b. Carry out daily husbandry and welfare checks under the supervision of the Animal Collections Manager or delegate.
c. Support staff and students in maintaining safe, clean, and well-presented facilities.
d. Demonstrate and supervise practical tasks in the Animal Education Centre.
e. Prepare materials and assist with practical sessions and demonstrations.
f. Supervise students undertaking husbandry duties, ensuring safe and professional practice.
g. Provide occasional one-to-one or small group support to students under staff direction.
h. Provide short-notice cover for weekends, bank holidays, and staff absences.
i. Adhere to the College Safety Policy, ensuring that appropriate safety standards, including COSHH, are maintained at all times.
j. Follow all health, safety, and biosecurity procedures, reporting concerns promptly.
k. Maintain clear records relating to animal care and student supervision as directed.
l. Communicate effectively with the wider team and attend briefings where possible.
m. Undertake any other reasonable duties to ensure the smooth running of the Centre.

2. Quality Improvement

a.	Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
b.	Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).

3. Continuous Professional Development

a.	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.
b.	Complete all mandatory training as required in line with college expectations.

4. Other responsibilities and duties

a.	Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
b.	Comply with the departmental operating plan and contribute to action plans as needed.
c.	Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
d.	Ensure all safeguarding policies and procedures are followed.

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	
a.	Minimum Level 3 in literacy and numeracy
b.	Minimum Level 3 in Animal Management or a related subject
c.	Practical experience and proficiency in working within an Animal Unit
d.	Ability to prioritise tasks and organise own work schedule
e.	Ability to properly finish all tasks to a high standard and demonstrate a commitment to Unit presentation.
f.	Excellent awareness of safe working procedures and the ability to identify improvements across all tasks.
g.	Able to perform practical tasks throughout the day, every working day.
h.	A good understanding and empathy with young people with the ability to challenge inappropriate behaviour and set a professional example to all college users.
i.	Be able to adopt a flexible approach to all tasks and working hours given the occasional unplanned animal or student emergencies that can arise.
j.	Experience of working with minimal supervision
k.	Ability to work unsupervised and independently manage student workers outside of normal curriculum time to ensure the effective and safe operation of the Centre.

l.	Ability to record and maintain comprehensive records pertaining to student tracking, Centre operations and animal welfare
m.	Be a good communicator, have good IT, literacy and numeracy skills, and ability to work as a small team with a flexible approach to work
Desirable criteria	
a.	Qualified to Level 3 in a relevant and recognised Animal Care qualification
b.	Full UK driving licence

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs daily but some flexibility will be required to meet the needs of the business. This is a bank post which will likely require short notice cover within the Animal Education Centre. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

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.