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| **Volunteer Technician - Dog Grooming** |

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| **Reporting to:** | Curriculum Manager, Veterinary Nursing |
| **Working Hours:** | 450 contact hours during the 2018/19 academic year |
| **Salary:** | Voluntary position |
| **Annual Leave:** | N/A |

**Job Purpose**

Technician duties to include daily operations of the parlour and supporting the teaching delivery on dog grooming courses. This is a voluntary position of 450 contact hours in the academic year.

**Duties and responsibilities of the job**

1. **Main Duties**

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| 1. Maintain a good standard of cleanliness. Hygiene and bio-security in the grooming parlour, classroom and reception area. |
| 1. Adhere to College safety policy ensuring that appropriate safety standards are maintained during all college activities by both staff and students. |
| 1. To ensure all animals have all that is required to maintain good health in coordination with animal welfare legislation. |
| 1. Carry our parlour reception duties as and when required. |
| 1. Maintain and update the client database. |
| 1. Respond to client queries in person, via email and phone in a timely and professional manner. |
| 1. Carry out daily, weekly and monthly stock control, ordering, maintenance and cleaning tasks. |
| 1. Carry out general admin tasks as and when required |
| 1. Ensure all teaching spaces are prepared for learners in advance of their lesson |
| 1. As direction by the Programme Manager and Curriculum Manager, assist in each lesson to consistently good or outstanding standard |
| 1. Contribute to, and support delivery of the college strategic plan |
| 1. Ensure the facilities provide an excellent educational opportunity and sets exemplary industry standards |
| 1. Comply with the departmental operating plan and contribute to action plans as needed |
| 1. Ensure equality of opportunity and promote diversity in all aspects of college life |
| 1. Ensure all safeguarding policies and procedures are followed |
| 1. Any other duties connected with the post as are reasonably required from time to time |
| 1. Complete all mandatory training as required in line with college expectations |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

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

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| **Essential criteria for the post** |
| 1. Minimum Level 2 in literacy and numeracy |
| 1. Level 2 City and Guilds in Dog Grooming or higher qualifications |
| 1. Sector/Industry experience and/or evidence of specialist knowledge in key areas |
| 1. Demonstrate a string desire to work collaboratively as part of a high performing team |
| 1. Have a strong desire to see students succeed |
| 1. Excellent communicator with highly developed interpersonal skills |
| 1. Comprehensive and well developed IT skills |
| 1. Adaptable and flexible approach to change |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

This is a volunteer role with 450 hours in the academic year.

**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