

|  |
| --- |
| **Bank Animal Management Technician**  |

|  |  |
| --- | --- |
| **Reporting to:** | Animal Collections Manager  |
| **Working Hours:** | Casual hours (weekend cover and weekdays when required) |
| **Hourly Rate :** | £9.23 - £10.40 per hour depending on experience(plus holiday pay) |
| **Position Code:**  | PC S2 |
| **Job Status:** | Bank position  |

**Job Purpose**

The technician is responsible for providing daily operational support to the Animal Management Centre and, where required, within the faculty (Animal Management, Equine, Veterinary Nursing and Adventure Education & Sport Faculty). The role includes providing specific one-to-one and small group student support within both the practical and theoretical learning environment.

**Duties and responsibilities of the job**

1. **Main Duties**

|  |
| --- |
| 1. Maintain the Animal Management Centre and ensure good welfare/husbandry of Animal Management Centre animals under the direct supervision of the Animal Management Centre Manager.
 |
| 1. Assist with the preparation of materials for classes and practicals, as requested.
 |
| 1. Supervise students carrying out routine work at the Animal Management Centre during term time and holiday periods.
 |
| 1. Deliver and manage practical classes for students in the Animal Management Centre.
 |
| 1. Provide individualised one-to-one support to students with identified needs under the supervision of the Programme Manager and/or Learning Support Team.
 |
| 1. Carry out routine work at weekends in the Animal Management Centre as required. This will also include some bank holiday working.
 |
| 1. To take registers for all classes taught and ensure that tutors are aware of any absences.
 |
| 1. Maintain effective communications with other staff, including attending staff and curriculum area meetings as required.
 |
| 1. Adhere to the College Safety Policy, ensuring that appropriate safety standards, including COSHH, are maintained at all times. Compile risk assessments, co-ordinate and monitor safety inspections.
 |
| 1. Undertake staff development appropriate to the needs of the College and that identified.
 |
| 1. Undertake any other reasonable duties from time to time as requested.
 |

1. **Quality Improvement**

|  |
| --- |
| 1. Attend, as appropriate, team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
 |
| 1. Support students to participate in student forums and surveys and collate programme(s) ‘student voice’ feedback to support action planning for continuous improvement.
 |
| 1. Ensure and maintain standards and quality by engaging with and using the college quality systems.
 |
| 1. Be accountable for contributing to programme(s) key performance indicators (KPIs) and their improvement.
 |
| 1. Contribute to the programme development by providing subject specialist information.
 |

1. **Continuous Professional Development**

|  |
| --- |
| 1. Participate in staff development activities to support Continuous Professional Development (CPD) as appropriate.
 |
| 1. Complete all mandatory training as required in line with college expectations.
 |

1. **Other responsibilities and duties**

|  |
| --- |
| 1. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events as required.
 |
| 1. Contribute to, and support delivery of the college strategic plan.
 |
| 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 with reference to Ofsted vulnerable student groups and protected characteristics.
 |
| 1. 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** |
| 1. Minimum Level 2 in literacy and numeracy
 |
| 1. Demonstrable experience of working with animals
 |
| 1. Practical experience and proficiency in working within an Animal Unit
 |
| 1. Ability to prioritise tasks and organise own work schedule
 |
| 1. Ability to properly finish all tasks to a high standard and demonstrate a commitment to Unit presentation.
 |
| 1. Excellent awareness of safe working procedures and the ability to identify improvements across all tasks.
 |
| 1. Able to perform practical tasks throughout the day, every working day.
 |
| 1. A good understanding an empathy with young people with the ability to challenge inappropriate behaviour and set a professional example to all college users.
 |

|  |
| --- |
| 1. Be able to adopt a flexible approach to all tasks and working hours given the occasional unplanned animal or student emergencies that can arise.
 |
| 1. Experience of working with minimal supervision
 |
| 1. Ability to work unsupervised and independently manage student workers outside of normal curriculum time to ensure the effective and safe operation of the Centre.
 |
| 1. Ability to record and maintain comprehensive records pertaining to student tracking, Centre operations and animal welfare
 |
| 1. 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** |
| 1. Full UK driving licence
 |
| 1. Minimum Level 3 in Animal Management or a related subject
 |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

This is a Bank role, and hours worked will be on an as and when basis to meet the needs of the Department.

**Annual Leave**

The bank hourly rate is split into two elements; one is a regular hourly rate and then the balance which is called holiday pay hourly rate.  Each month bank workers submit a timesheet and will be paid monthly in arrears, the regular hourly rate plus holiday pay.

**Continuous Professional Development (CPD)**

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

**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