



Animal Management Technician	
Reporting to:	Animal Collections Manager
Working Hours:	Part Time (0.8 FTE)
Salary:	£18,725-21,095 per annum/ Pro rata
Position Code:	PC S2
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas
Job Status:	Part time / Permanent

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

a. 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.
b. Assist lecturers with the preparation of materials for classes and practical's, as requested.
c. Supervise students carrying out practical husbandry work at the Animal Management Centre during term time, weekends and holiday periods.
d. Deliver and manage practical classes for students in the Animal Management Centre, gather evidence and assess students in the practical environment.
e. Provide individualised one-to-one support to students with identified needs under the supervision of the Programme Manager and/or Learning Support Team.
f. Use College transport to take students to and from visits.
g. Carry out routine work at weekends in the Animal Management Centre on a rota basis, working on average one in three weekends. This will include some bank holiday working.

h. To take registers for all classes taught and ensure that tutors are aware of any absences.
i. Maintain effective communications with other staff, including attending staff and curriculum area meetings as required.
j. 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.
k. Participate in an annual appraisal of performance as laid down in the agreed guidelines.
l. Undertake staff development appropriate to the needs of the College and that identified by the appraisal process.
m. Undertake any other reasonable duties from time to time as requested.

2. Quality Improvement

a. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
b. Support students to participate in student forums and surveys and collate programme(s) 'student voice' feedback to support action planning for continuous improvement.
c. Ensure and maintain standards and quality by engaging with and using the college quality systems.
d. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).
e. Be accountable for contributing to programme(s) key performance indicators (KPIs) and their improvement.
f. Ensure teaching and related files are complete and up to date.
g. In liaison with Programme Manager and Curriculum Manager, undertake the role of IV as required.
h. Prepare for, and take a lead on, awarding organisation external quality processes with support from the Curriculum Manager/Head of Faculty.
i. Contribute to the Programme Team Review, including a Quality Improvement Plan for the programme(s) allocated.
j. Contribute to the programme development by providing subject specialist information.

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. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.

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| c. Complete all mandatory training as required in line with college expectations. |
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4. Other responsibilities and duties

d. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
e. Work with employers and other stakeholders as required to develop and deliver high quality curriculum.
f. Contribute to, and support delivery of the college strategic plan.
g. Comply with the departmental operating plan and contribute to action plans as needed.
h. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
i. Analyse and selectively implement the calendar of key equality and diversity events across the programme.
j. Ensure all safeguarding policies and procedures are followed.
k. Maintain student destination data to inform self-assessment and quality improvement.

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 2 in literacy and numeracy
b. Minimum Level 2 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 an 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 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days (pro rata), 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave bookings will be available from the start of the new holiday year (1 September).

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.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

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.

Date issued...

JD category

Agreed by

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