****

|  |
| --- |
| **Volunteer Technician, Dog Grooming** |

|  |  |
| --- | --- |
| **Reporting to:** | Curriculum Manager, Veterinary Nursing |
| **Role :** | Voluntary position |

**Job Purpose**

The volunteer technician duties include daily operations of the parlour and supporting the teaching delivery on the Dog Grooming courses. These are voluntary positions sharing 450 contact hours in the academic year.

**Duties and Responsibilities of the Job**

1. **Parlour operations**

|  |
| --- |
| 1. Maintain a good standard of cleanliness, hygiene and bio-security in the grooming parlour, classroom and reception area. |
| 1. Adhere to the 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 daily to maintain good health in coordination with animal welfare legislations. |
| 1. Carry out parlour reception duties as and when required |
| 1. Maintain an 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 the lesson |
| 1. As directed by Programme Manager and Curriculum Manager, assist in each lesson to consistently good or outstanding standard. |
| 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. |
| 1. Any other duties connected with the post as are reasonably required from time to time. |
| 1. Complete any mandatory training as required in line with college expectations. |
| 1. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our values.

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

|  |
| --- |
| **Essential criteria for the post** |
| Level 2 or higher qualifications in both English and maths. |
| Level 2 City & Guilds dog grooming or higher qualifications |
| Sector / industry experience and/or evidence of specialist subject knowledge in key areas. |
| Demonstrate a strong desire to work collaboratively as part of a high performing team. |
| Have a strong desire to see students succeed, evidenced by good or better key performance indicators for allocated programme(s). |
| Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student behaviour and safeguarding. |
| Excellent communicator with highly developed interpersonal skills. |
| Comprehensive and well-developed IT skills. |
| Skills and experience in problem solving. |
| Adaptable and flexible approach to change. |
| **Desirable criteria** |
| Experience of teaching and learning. |

**Volunteering Hours**

The contact hours will be allocated on a rota basis, working as required during the week to meet the dog grooming course requirements and parlour activities. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**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-one 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 volunteering post you have applied for falls into this category and, therefore, requires a criminal background check.

If you are offered a volunteering role, 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).