

Role Description

Role Title: Technician – Animal Care	Pay Grade: Grade 5 - £23,088 - £23,191 (pro rata'd for part time)
Normal Place of Work: South Bristol Skills Academy	Line Manager: Technician Team Leader
Normal Working Hours: 10 hrs per week	Responsible For: N/A

ROLE PURPOSE

- Under the general supervision of the animal care technician supervisor, to provide help, assistance and advice to students in learning new skills and other related technical duties.

PRINCIPAL ACCOUNTABILITIES

- Help, advise and assist students during their training and whilst carrying out practical activities or assist other lecturers in a classroom as part of a curriculum programme
- Demonstrate the use of equipment or techniques to individual students or groups including all relevant health and safety issues
- Discuss all practical activities with the course teacher
- Observe and maintain all current health and safety regulations as appropriate to the area of work
- Deal with queries when supervising students
- Establish acceptable standards of tidiness and safety and ensure that students carry out appropriate activities in connection with the above
- Participate in course team meetings, management meetings and staff development activities
- Maintain personal skills and knowledge relevant to the curriculum and to keep up-to-date in current methods appropriate to the area of work
- Ensure that practical equipment is available in a serviceable and safe condition for use by the teaching programme
- Prepare materials as required for use by students in practical work and activities
- Maintain practical equipment necessary for the delivery of the curriculum to a serviceable and safe condition; to refer any equipment requiring repair by manufacturer or contractor to the budget holder
- Be responsible for stock control, storage and maintenance of agreed levels of consumable materials
- Assist in the maintenance of practical areas in a clean and tidy condition
- Prepare material for course delivery by academic staff, including audio-visual aids and the reproduction of notes
- Maintain, as required, reference material for use by students and staff
- Supervise students doing project and portfolio work
- Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions

- Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with
- Be responsible for own safety and not to endanger that of colleagues/visitors to the workplace.
- Reflect critically on own professional practice used and how your own performance can be improved.
- Discuss annually at your performance review interview how your performance can be improved and where appropriate agree what actions can be taken for further improvement
- Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College's sites.
- Monitor the Animal health and wellbeing and take appropriate action should an animal appear distressed or require veterinary care.
- Ensure all animal enclosures are regularly cleaned and optimum living conditions are provided.

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

Heads of Department/Programme Managers/ Technician Team Leader
Learners and parents/carers
Lecturers/ Technicians within the area and cross college

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: inclusivity, honesty, respect and ambition

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Degree or relevant professional experience	✓		AF/Cert
5 GCSEs including Maths and English at grade C or above, or equivalent.	✓		AF/Cert
Level 3 Diploma in Animal Management	✓		AF/Cert
Qualification within Health and Safety		✓	
ITQ level 2 or equivalent		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Demonstrate success in working in the animal care sector handling small mammals and reptiles	✓		AF/IV
Demonstrate success in working in the educational sector working with young people and / or adults.		✓	
Experience working with a range of office software, including word-processing, spreadsheet, database and email in a busy environment.	✓		AF/IV
Understand and follow college policies and procedures	✓		AF/IV
Experience of placing orders for stock using an electronic purchasing process		✓	AF/IV
Experience of writing and reviewing Risk assessments for products / chemicals inline with COSHH.		✓	AF/IV
SKILLS AND ABILITIES			
Ability to work with appropriate range of office software, including word-processing, spreadsheets, databases and electronic mail.	✓		AF/IV
Good organisational skills	✓		AF/IV
Experience of working as part of a team, but also able to act upon own initiative and to respond positively and creatively to situations under pressure	✓		AF/IV
Adaptable and willing to show flexibility in changing situations or working with new practices	✓		AF/IV
SPECIAL WORKING CONDITIONS			
Able to work flexible hours, evenings and weekends, as required by the post	✓		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV = Assessed via interview

Cert = Certificate checked at interview

Signed*A Corbett*.....

Date28.06.2024.....

