

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

**Technician: Animal Care (22.2 hours per week, over 4 days)**  
**Directorate of Health, Education & Service Industries**  
**Ref: VBSS21.84**

## 1. The Appointment

The department of Animal Care has a wide range of vocational programmes and as a result is developing a animal care unit. The department comprises of animal care, foundation studies and catering (FAC).

As Technician for animal care you will be responsible for supporting staff and learners across the curriculum area and assist in various processes. The primary focus of the duties will be animal care related. You will be responsible for supporting teachers within lessons to aid students' progress in animal care in a safe environment. Sometimes you you will be required to set up of the facility, maintenance, purchase orders, distribution and storage of feed, tools and equipment related to the vocational area. You will help to manage an effective and efficient ordering system, be responsible for the health and safety of the animals and promote the facility when required. Up to date knowledge of animal care will be essential.

You will be responsible for ensuring that the facility is well maintained and you will be required to liaise with estates when issues occur. You will also be responsible for the opening and closing of the facility on the rota and this can include Saturdays and Sundays and over holiday periods.

You will support delivery teams and student groups by setting up a variety of resources and teaching aids and you will manage the safe operation of specialist facilities and ensure all resources, facilities and equipment comply with Health and Safety regulation. You will also ensure all specialist areas and facilities are clean and tidy and comply with Health and Safety regulations.

You will ensure all equipment is maintained and ready for use and be required to undertake essential minor maintenance tasks.

You will be responsible for updating health and safety documentation and follow health and safety guidance.

Occasional evening work to support events may be required.

You may be asked to assist the teaching teams in preparation of equipment, areas and workshops as well as supporting staff and students with the use of such equipment and processes within workshop settings.

You will be expected to embrace and embed the college's values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

## 2. The Post

### 2.1 Main Duties and Responsibilities

- a) To manage the specialist area in order to support the delivery of a range of animal care related courses. Support the wider FAC department as required.

- b) To support the management of the animals and specialist areas and equipment.
- c) To open or close the facility as and when required and ensure animals receive the correct nourishment.
- d) Maintain specialist rooms, resources and equipment.
- e) To support delivery teams and student groups by setting up a variety of resources and teaching aids, supporting tutors and students within workshop settings with the delivery of related programmes of study.
- f) To assist in the preparation of teaching aids, equipment and materials in the organising of workshops/practical areas.
- g) To inspect, repair and maintain relevant equipment and to carry out routine maintenance of relevant equipment or animal cages etc. Where more major maintenance or repair is required, liaise with the appropriate manager to ensure a timely resolution.
- h) To order following financial regulations the food and other products required for the care of the animals.
- i) To organise the storage and stock control of all relevant goods, checking deliveries with delivery notes and storing safely.
- j) To keep an up to date inventory of store stock and to organise the storage and stock control of all relevant goods, checking deliveries with delivery notes and storing equipment.
- k) To meet regularly with staff in order to identify key tasks and roles. To attend team meetings.
- l) To advise staff and learners in safe working practices and manage health and safety documentation. To ensure appropriate risk assessments are in place and kept up to date.
- m) To provide basic instruction to students on appropriate skills or equipment relating to the vocational area that will support students' learning.
- n) To help with any relevant enrichment activities and work with other staff to support events, trips or projects on and off site.
- o) To maintain and update as necessary wall and corridor displays and noticeboards.
- p) To adhere to and enforce appropriate Health, Safety, Environmental legislation, COSHH and Fire Precaution requirements.
- q) To carry out Health and Safety audits in the workplace and monitor animals health and safety.
- r) To meet regular with staff in order to identify key tasks and roles.
- s) To ensure the facility, the store and specialist areas are clean, tidy and fully comply with Health and Safety requirements.

- t) To participate in staff development activities and meetings as required.
- u) To collaboratively work with curriculum and support areas across all college teams, contributing to meetings, planning, development, review and evaluation of training provision.
- v) To work with groups of learners to develop their skills and knowledge.
- w) Any other duties that may reasonably be regarded as commensurate with the responsibilities.

## 2.2 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
Level 3 qualification in a related area	✓	
Maths to at least level 2	✓	
English to at least level 2	✓	
IT to at least level 2		✓
<b>Experience</b>		
Vocational skill and or industry experience in a range of animal care industries	✓	
Knowledge of small and exotic animals, diet and health	✓	
Up to date knowledge of animal care health and safety	✓	
Experience of working in and caring for various animals	✓	
Experience of preparation and cleaning of animal environments	✓	
Experience of light maintenance of animal cages/homes	✓	
Experience of working in a team	✓	
Experience of providing support in an educational setting		✓
Experience of stock control and store keeping		✓

	Essential	Desirable
<b>Skills /Knowledge</b>		
Skills and knowledge of techniques and equipment related to Animals	✓	
Skills and knowledge related to health and safety including COSHH and risk assessment	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance	✓	
Willingness to develop skills, knowledge and understanding of a range of Animal Care related specialisms	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance	✓	
Excellent organisational skills	✓	
Planning and organisation	✓	
Ability to work independently and as part of a team	✓	
Good levels of customer care	✓	
Knowledge and familiarity with a range of specialist equipment relevant to the vocational area	✓	
<b>Qualities/Approach linked to college values</b>		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

**4. Position within the College**

The post-holder will report directly to the Head of Department for Animal Care, Foundation Studies, Hospitality and Catering.

**5. Terms & Conditions**

- a) The post is offered on a Vision Business Support Services contract.
- b) The salary will be Band 3, £17,900 pro rata, per annum (actual salary £10,740 per annum). This is a spot salary.

- c) You will be required to work 22.2 hours per week on a flexible rota basis.
- d) You will be entitled to 25 days annual leave, pro rata, per annum plus bank holidays and up to 4 concessionary days.
- e) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

## 6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm** on **Wednesday 3<sup>rd</sup> November 2021**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £46.50.**