



JOB DESCRIPTION	
JOB TITLE	Animal Care Technician (0.43 FTE)
PAY/GRADE	Point 12, £18,400 per annum (£7,965 actual)
HOURS	16 hours per week, all year round over 4 mornings
REPORTS TO	Head of Faculty
LOCATION	Peterborough College
JOB PURPOSE	
<p>To provide practical support and assistance to the curriculum area in regard to equipment, stock, and animal husbandry, record keeping, health monitoring maintaining and general hygiene, health and safety. To contribute to the delivery of the curriculum in the area supporting both staff and students, assisting teaching staff to prepare for sessions, supervision and assessments of students whilst they undertake practical tasks and other duties that are relevant to specific areas.</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Help and assist lecturing staff in providing and undertaking practical and vocational learning activities for learners. • Check, maintain and where possible repair equipment. • Maintain a clean, safe and well-organised environment in the workshop. • Assist in the operation and maintenance of files, both manual and computerised. • Maintain stock levels and provide accurate and current inventories of tools, equipment and materials as required by your Line Manager. • Attend meetings as required by your Line Manager. • Participate in risk assessments of practical activities. • Ensure the clearing away, cleaning and safe storing of appropriate equipment and materials after use. • Supervise and assessing students undertaking practical work, visits, examinations/other assessment, etc. • Support staff and students in the use of specialist equipment. • Supervise the activities of learners to ensure that Health and Safety regulations are adhered to. • Maintain up to date knowledge of Health & Safety Regulations, eg COSHH. • Undertake First Aid duties, as and when required. • Undertake minor maintenance work as appropriate to ensure the safe and uninterrupted use of accommodation, equipment and resources. Where necessary, arranging for the repair of accommodation/equipment in accordance with approved procedures. • Cover onsite weekend feedings in conjunction with other staff on a rota system 	
OTHER	
<ul style="list-style-type: none"> • Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures. • Promoting and consistently exemplifying both internally and externally the values and behaviours of the College's vision • Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety 	



- Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults
- Undertaking any other duties and responsibilities commensurate with the level of the post as required

TERMS AND CONDITIONS

Contract	Permanent
Pension	Local Government Pension Scheme
Holiday	30 days per year (pro rata), plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of Monday to Thursday 8.30am – 12.30pm (some weekends instead of midweek sessions agreed in advance)

APPLICATION PROCESS

Please submit a CV and covering letter detailing how you meet the essential and desirable criteria of the role to hr@ieg.ac.uk

Closing Date	22 February 2022
Interview Date	TBC

PERSON SPECIFICATION Animal Care Technician						
Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS						
Level 3 qualification in Animal Care/Management (or equivalent)	E		✓			
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
Level 2 IT qualification		D	✓	✓		
EXPERIENCE						
Evidence of experience working with a wide range of animals	E		✓	✓	✓	
Experience of ordering and maintaining stock		D	✓	✓		
Ability to supervise students undertaking practical/course work, visits, examinations or other assessments	E		✓	✓		
KNOWLEDGE						
Knowledge of the specific needs of a wide variety of species of animals	E		✓	✓		
Health and safety principles and practicalities in the workplace	E			✓		
KEY SKILLS						
Excellent communication and interpersonal skills with the ability to communicate well	E			✓		
Administration and organisation skills	E			✓		
Enthusiastic and motivated	E			✓		
Team player and also able to work on own initiative	E			✓		
Basic DIY skills for maintenance and repairs within the unit	E			✓		
Time Management and Planning skills	E			✓		
OTHER						
Awareness and respect for colleagues, young adults and children's cultural, religious and emotional needs and beliefs	E			✓		
Committed to safeguarding and promoting the welfare of children and young people	E			✓		
Commitment to the IEG's core values	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References