**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOULTON COLLEGE – JOB DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** Animal Welfare Technician

**Department:** Commercial Enterprise Division

**Hours:** 37.5hours per week. Weekend and evening working may be a requirement of this post.

**Responsible to:** Animal Welfare Centre Manager

**Reports:** n/a

**Salary / Scale:** Support Spine - Band 4 - £17,374.50 - £18,284.00

**Date of Issue:** April, 2021

**Organisation Chart:**

Animal Welfare Centre Manager

Senior Animal Welfare Technicians

Animal Welfare Technician

1. **Aims and Purpose of the Post**
   1. The health, care and welfare of animals kept at the Animal Welfare Centre or Academy satellites.
   2. The supervision of students on commercial experience either at the main site AWC / Academy satellites.
2. **Specific Responsibilities**
   1. To ensure that the animals at the Animal Welfare Centre / Academy satellite sites are fed, watered and kept in clean conditions.
   2. To monitor the health status of all animals and take appropriate action.
   3. To prepare stock and equipment for practical classes.
   4. To keep the Animal Welfare Centre / Academy satellite sites work areas and teaching areas clean and tidy ensuring they are well presented at all times.
   5. To check feed stocks and ensure that appropriate stock levels are maintained.
   6. To supervise students during their Commercial Experience and give feedback to teaching staff on individual student performance.
   7. To ensure that all records are maintained regularly and accurately and any inconsistencies reported to the Programmer Leader / Academy Assistant Manager.
   8. To ensure that security of the Animal Welfare Centre / Academy satellite sites is maintained at all times.
   9. To carry out routine maintenance tasks and to ensure that other defects are notified to the Programmer Leader / Academy Assistant Manager.
   10. To demonstrate best practice in all aspects of animal welfare and management at all times and to promote the same to all users of the Animal Centre / Academy satellite sites.
   11. To ensure that administrative procedures are completed efficiently, including statutory and internal returns, stock and asset registers.
   12. To assist in the maintenance and sustainable development of resources and commercial activities.
   13. To attend day and evening meetings, courses etc. considered to be of benefit to the College and the individual.
   14. To promote and adhere to the College’s Safeguarding Policies and Procedures
   15. To promote and adhere to the College’s Health & Safety Policies and Procedures
   16. To manage student conduct in accordance with College policies.
   17. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   18. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   19. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   20. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

30 days holiday (inc bank/public holidays) \*\* 10% discount on College courses

Corporate Uniform Free on-site parking

Subsidised catering

On-site Gym

\*\* (Pro-rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

|  |  |  |
| --- | --- | --- |
| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** | | |
| **Person Specification – Animal Welfare Technician** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Qualification in an animal related subject at a minimum level 3 | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| To have experience of working within the Animal Welfare industry i.e. experience of working with a large range of animals | X |  |
| Experience of working in a flexible and positive manner and being able to adapt to changing work patterns | X |  |
| Excellent verbal and written communication skills | X |  |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently | X |  |
| Be able to demonstrate the ability to lead on developing, planning, delivery and evaluation of high quality, motivational and inclusive learning experiences | X |  |
| Thorough working knowledge of Microsoft Word and Excel | X |  |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently | X |  |
| **Personal Attributes** |  |  |
| Willingness to operate flexibly i.e. weekends and evenings as required of the role | X |  |
| Evidence of ability to improve student satisfaction | X |  |
| Strong team player | X |  |
| Be flexible and able to cope with change | X |  |
| Ability to influence, persuade and inspire others | X |  |
| To be able to demonstrate the effective support for the College core values of putting learners first | X |  |
| Experience of understanding how to promote equality and diversity within the job role | X |  |
| Knowledge of policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website