**Job Description:**

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| **Post:** | Assistant Technician (Animal Care) |
| **Salary Grade:** | Grade 1 - £16,777.28 |
| **Responsible to:** | Senior Technician (Animal Care) |
| **Responsible for:** | N/A |

**Key Purpose:**

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| **1** | Feed, clean and perform basic husbandry tasks at the weekend and/or holiday time under direction of the supervising technician. |
| **2** | Monitor the health and welfare of the animals located in the Animal Unit – liaising with appropriate staff when veterinary action is required. |
| **3** | Keep and update records. |

**Key Responsibilities and Accountabilities:**

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| **1** | Maintain the upkeep and cleanliness of the areas including cleaning, sterilization, preparation and care of equipment/cages used for all animals in the Animal Unit. |
| **2** | Monitor consumables and equipment, assist with checking deliveries, reordering/stock control and ensure all items are maintained to a high standard and stored appropriately. |
| **3** | Undergo any relevant training. |
| **4** | Carry out any other duties as directed by the Senior Technician (Animal Care) that are commensurate with the grade of the post. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Fully support and adhere to the college approved strategies, policies and procedures. |
| **2** | Champion the College’s equal opportunities and health and safety requirements |
| **3** | Take responsibility for one’s own professional development. |
| **4** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
| i | Level 3 qualification in Animal Care | E |  |
| ii | Technical qualification in the relevant subject area |  | D |
| iii | Driving licence | E |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| iii | Relevant industrial/subject experience | E |  |
| iv | Experience of following/ applying Health and Safety procedures | E |  |
| v | Working knowledge of the relevant curriculum area | E |  |
| vi | Experience of ordering supplies and maintaining stock levels | E |  |
| vii | Understanding and awareness of Health and Safety legislation | E |  |
| viii | Knowledge of Microsoft Office Applications, including Word and PowerPoint | E |  |
| ix | Maintaining relevant equipment |  | D |
| X | Understanding of safeguarding vulnerable groups |  | D |
|  | **SKILLS & ATTRIBUTES** |  |  |
| x | Competency in using the relevant tools | E |  |
| xi | Time management skills, organisational skills and the ability to prioritise tasks effectively | E |  |
| xii | Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing | E |  |
| xiii | Ability to work alone and as part of a team | E |  |
| xiv | Ability to solve problems and make decisions | E |  |
| xv | Flexible approach | E |  |
|  | Committed to student support | E |  |
|  | Able to work weekends, bank holidays and College closure days | E |  |