**JOB SPECIFICATION**

|  |
| --- |
| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Animal Care Technician 0.4 | Animal Studies - Preston |
| **SALARY** | **BENEFITS** |
| £22,602 - £25,081 per annum, pro rata, relating to qualifications and experience | Local Government Pension Scheme 31 days pro rata, plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Curriculum Area Manager (Animal Studies) | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| Support the maintenance and promotion of high animal welfare standards in line with Animal Welfare Act 2006 and relevant Codes of Practice across full range of species on the Animal Centre (to include invertebrates to which AWA 2006 is not applicable).  Support the management, maintenance and promotion of high animal welfare standards in line with Animal Welfare Act 2006 and relevant Codes of Practice across full range of livestock based at Lodge Farm - Animal side  Support the management, maintenance and promotion of high animal welfare standards in line with Animal Welfare Act 2006, relevant Codes of Practice and Blue Cross Guidelines for all cats under duty of care within rehoming centre.  Support the co-ordination of Blue Cross Rehoming Service at Myerscough and interfacing with members of the charity and with the general public as potential new owners and to maintain the Blue Cross protocols relating to its Homefinder service.  Provide reliable and regular Weekend / Bank holiday and College holiday cover and to be available on rota basis to support the animal unit  Adhere strictly to all Health and Safety guidelines and Risk assessments whilst working on the animal unit  Adhere strictly to all animal unit protocols and Standard Operating Procedures whilst working on the animal unit  Adhere to Animal Studies H&S Code of Practice  Maintain good communication and liaise regularly with HoA in order to ensure safe environment and high standards of animal welfare  Support the implementation, training, supervision and annual review of prophylactic and treatment programmes for all animals on the Animal unit.  Provide transport of animals from the College collection to Veterinary Clinics for treatments as required and report communications | |
| Support the HoA with Animal Unit rotas to ensure weekend and holiday cover always available. | |
| Supervision of casual staff working on Animal unit.  Maintain appropriate stock levels for all animal feeds and other supplies for welfare of animals on the unit | |
| Work with Line Manager to review spending to ensure costs kept within budget allocated and to ensure good value for money when purchasing | |
| Support delivery of practical teaching/ instruction where required to FE/ school groups as appropriate | |
|  | |
| **DUTIES** | |
| Undertake correct feeding and watering of all species on the animal unit as instructed  Undertake correct maintenance of animal accommodation, thorough cleaning of animal housing and replenish bedding materials / enrichment as necessary  Undertake correct handling, restraining and health checking of appropriate species on the animal unit as instructed  Remove animal waste and bedding as per unit protocols  Monitor and record the health and wellbeing of animals  Work safely to prevent animal injury or escapes  Carry out checks on habitats, enclosures and housing when instructed and ensure all are safe and report to animal unit manager / technician if problem detected  Report to Line manager if any signs of ill health or abnormality found in animals whilst working  Administer any basic animal medications as and when instructed to do so by FT staff  Record any basic medications given on appropriate record cards / drug book entries  Responsible for the maintenance/smooth and safe operation of the Animal Unit in collaboration with the AHoA | |
| Contribute to team/course meetings as required. Regular update for the AS team on developments all aspects of the Animal Unit. | |
| Responsible for the health & welfare of the full range of animals on the unit and report as required  Maintain good standards of care and welfare and uphold Codes of Practice.  Responsible for the prompt organisation and transport of animals to relevant veterinary practices in order to receive veterinary treatments as required. | |
| Co-ordinate and implement Weekend/ Bank holiday/ holiday cover on rota basis as required. Available for emergency cover as required. Available for telephone advice to staff as required. | |
| Responsible for maintenance, update and review of all animal health records/ livestock records/movement records. | |
| Maintain, review and update Health & Safety standards on the Animal Unit. | |
| Responsible for risk assessment updating annually or as individually required. | |
| Support the running of school groups/taster courses. | |
| Co-ordinate the use of IGA courses on the Animal Unit.  Deliver practical instruction to FE / school groups as applicable in times of staff shortage | |
| Teaching/practical instruction on IGA courses if required . | |
| Regular technical updates/ CPD / assessment workshops to ensure effectiveness and currency in role. | |

|  |
| --- |
| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
|  |

|  |
| --- |
| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
|  |
|  |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

|  |  |
| --- | --- |
| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| GCSE English at Grade C/4 or above (or an equivalent standard) (A/I)  Level 3 Animal Care qualification (A)  Industry experience with wide range of animals  Experience of employment in an animal welfare / care environment (A) | GCSE Maths at Grade C/4 or above (or an equivalent standard) (A/I)  Teaching Qualification (A)  First Aid Certificate (A)  FdSc Animal Management or related qualification (A)  Experience of managing an animal collection (A) |
| ***General Intelligence*** | |
|  |  |
| ***Special Aptitudes*** | |
| Adaptable and able to work within a team (A/I)  Desire to demonstrate good practice within animal care sector (A/I) |  |
| ***Interests*** | |
| Continued professional development within Animal Care sector (A/I) | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I)  Enthusiastic (I)  Reliable, dependable and self motivated (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Animal Care Technician 0.4 | Animal Studies - Preston |
| **SALARY** | HOURS OF WORK |
| £22,602 - £25,081 per annum, pro rata relating to qualifications and experience | 14.8 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 31 days holiday pro rata plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Employee Contribution Rate (as at 1 April 2024) (based on actual NOT FTE)  Contribution rate %  Up to £17,600                     5.5%  £17,601 to £27,600          5.8%  £27,601 to £44,900 6.5%  £44,901 to £56,800 6.8%  £56,801 to £79,700 8.5%  £79,701 to £112,900 9.9%  £112,901 to £133,100 10.5%  £133,101 to £199,700 11.4%  £199,701 or more 12.5%  20.2% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

|  |  |
| --- | --- |
| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |