



Post Title:	Animal Care Assistant (Casual)
Hours of Work:	As and when required – No guaranteed hours; zero-hour contract.
Place of Work:	The role is based at the Hadlow College site, with occasional travel to any of the College sites as required.
Salary:	£12.21 per hour
Responsible to:	Animal Unit Manager

Summary:

As one of the Animal Care Assistants you will assist in the provision and organisation of the practical resources used on the teaching programmes. Complete all aspects of animal care and husbandry whilst up keeping high welfare standards with the animals at Hadlow College.

Main duties and responsibilities: -

- Maintains work areas, accommodation and surrounding environment in order to ensure the highest standards of cleanliness and hygiene
- Maintains the Colleges safety standards by reporting any issues to your line manager promptly and appropriately in order to ensure compliance with the health and wellbeing of both livestock, staff, students and all visitors to the Animal Management Unit.
- Ensures effective stock control and husbandry in liaison with the Animal Collections Manager, including the quarantine of specimens, in order to comply with the highest departmental and industry welfare standards and legislation.
- Assist in cross college activities as appropriate.
- Assist Technical Instructors in the day-to-day running of the Animal Management Unit
- Contribute to a high performing department through effective teamwork which ensures accountability and clarity of objectives and which utilises and develops the skills, knowledge and competencies of all staff members.
- Assists in ensuring stocks of feed, bedding, equipment and related materials are appropriate for the relevant teaching activities to ensure the day to day welfare of livestock.
- Helps maintain the premises, equipment and consumables associates with the Animal Management Unit in order to observe College H & S policies.
- Contributes to effective maintenance of the Animal Management Unit records in order to meet legislative requirements.
- Contributes to the effective maintenance and security of the Animal Management Unit including all teaching rooms in order to maintain a high quality working environment.
- Ensures that best value for money is achieved for the department and seek opportunity to innovate and maximise utilisation of college resources in order to ensure cost effective and quality delivery to our customers.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within Appraisal process.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Method(s) of Assessment (Application form / Interview / Selection Task)
1) Qualifications			
A Level 2 Animal Management qualification	✓		Application
Working towards a Level 3 Animal Management qualification		✓	Application
A full driving licence		✓	Application
2) Knowledge			
Awareness of Health and Safety relevant to training and education in the land based sector	✓		Application / Interview
3) Experience			
Relevant practical experience.	✓		Application / Interview
Teaching and demonstrating experience		✓	Application / Interview
4) Technical Skills/Abilities:			
Ability to communicate effectively and credibly with industrial, educational and professional contacts as well as students at all levels.	✓		Application / Interview
Excellent verbal and written communication skills	✓		Application / Interview
Excellent organisation and administration skills	✓		Application / Interview
Confident computer literacy skills and familiarity with office applications including e-mail	✓		Application / Interview
Team player with a flexible approach able to work on own initiative.	✓		Application / Interview

General

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____