

# Job Description:

## Animal Care Technician – Bank Staff



## Animal Care Technician – Bank Staff

REF: KGV72-772

### The role:

Although Bank hours cannot be guaranteed, the Bank acts as a source of recruitment, enabling the College to respond more readily in providing cover during staff absence on weekdays, weekends and bank holidays.

The main purpose of this post is to provide outstanding technical animal welfare support to the Animal Management curriculum team in the delivery of practical work.

The college animal collection will consist of mammals, invertebrates and reptiles so the post holder will need to be confident in handling animals of these types.

The College will provide relevant training and updates to support the post holder.

Please note registration on the Bank does not guarantee an assignment.

### Responsible to:

The post holder will be responsible to the Head of Division.

### Key Accountabilities and Responsibilities:

#### Main duties and responsibilities:

##### Basic husbandry of the animal collection:

- To be proactively responsible for all aspects of the care and management of the College animal collection including but not limited to cleaning out; feeding; waste disposal and maintenance of enclosures
- To have a sound understanding of the biology of the species held in the collection
- To have a sound and constantly updated understanding of legislation affecting the College animal collection, and to fully adhere to that legislation

##### Construction and maintenance of animal enclosures:

- To perform routine maintenance and repair of animal exhibits and holding areas to assure the health and welfare of animals and the presentation of the species in naturalistic environments
- To build and develop new exhibits (under the direction of the curriculum team), with the assistance of the estates team as required

##### Cleanliness and tidiness around the animal management centre:

- To ensure that the animal rooms, animal management classroom, outside enclosures, outside paths and points of access are all presented in a clean and tidy fashion

##### Record keeping:

- To observe animals, evaluating behaviour to determine physical and behavioural health and well-being and recording this appropriately

- To monitor feeding habits, reporting any changes or abnormalities in the animal record keeping system/day diary as necessary
- To keep the animal stock list updated, reporting any major animal incidents including but not limited to births, deaths, arrivals and departures on a weekly basis

#### Security of the Animal Management Unit site:

- To check that all animals are present at the start and end of each day
- To ensure that all enclosures are fit for purpose and keep their intended inhabitants in safely

#### Animal health and welfare:

- To liaise with our veterinary surgeon to ensure the highest possible standards of animal health and welfare
- To work directly with the veterinarian to administer medications and treatments according to established procedures and veterinary instructions
- To provide assistance in handling or restraining animals in accordance with established safety procedures as necessary to ensure animal welfare
- To transport animals to and from the veterinary surgery as required

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

#### The Person:

Please note that shortlisting criteria will relate to the specifications outlined in this job description. The level of skill required to be successful in the shortlisting process is commensurate with the level of expertise, knowledge and responsibility of the post. Judgement of these levels of skill and knowledge will form part of the shortlisting process.

In addition, the successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years).	E	A
Possession of an advanced qualification (level 3 or above) in an animal or biological science related subject, or other relevant qualification.	D	A
A Health and Safety qualification or be prepared to undertake the training and qualification	D	A
A First Aid qualification or be prepared to undertake the training and qualification	D	A

Willingness to undertake Fire Warden training	D	A
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Experience		
Industry experience of caring for the welfare of animals within an occupational setting for a range of animal.	E	A/I
Have a sound practical experience of working with a wide range of animals in a commercial or educational setting	E	A/I/AS
Demonstrate a high standard of animal management and be able to handle a wide range of animals effectively	E	A/I/AS
Full license and use of own car, or ability to transport animals to and from college by other means, if necessary	E	A/I
Must be able to work weekends	E	A/I
Must be able to work under own initiative and have a willingness to be flexible.	E	I
Proven track record of reliability, availability and honesty	E	I
Good organisational and record-keeping skills	E	A/I
Good communication skills both oral and written	E	A/I
Desire to be part of an enthusiastic team committed to providing a high-profile quality service to the College's students	E	I
Good knowledge of Health & Safety and Animal Welfare legislation/procedures from a similar role	E	A/I/AS

Method of Assessment: A – Application, I – Interview, AS – Assessment

### Salary:

Rate of pay: £14.93 per hour

For information, the full-time equivalent is £26,151.00 per annum

### Summary of Terms and Conditions of Employment:

The post is offered solely under the College's Variable Hours Contract for Business Support Staff.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available



from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Friday 20<sup>th</sup> June 2025 (10:00am)**

**Interviews will be held: Within one month of closing date**

### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

