

Job Description:

Senior Animal Management Technician



Senior Animal Management Technician REF: KGV65-770

The role:

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

Responsible to:

The postholder is responsible to the Curriculum Leader – Animal Management.

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 and husbandry 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 of animals and the presentation of the species in an attractive environment
- To build and develop new exhibits (under the direction of the curriculum team, with the assistance of the estates team as required)

Behavioural Enrichment of all animals in the collection:

- To research, design, implement, evaluate and document a variety of objects and processes to provide mental and physical stimulation and encourage natural behaviour patterns in our animals

Oversight of the feed preparation areas, and purchase/ordering of feed and goods as required:

- To be responsible for the design and preparation of suitable diets for the animal collection, prepared in a manner compliant with welfare legislation
- To remain in contact with our suppliers, sourcing food locally to ensure that an appropriate diet can be supplied to all the animals in the collection
- To prepare, store and distribute food according to established amounts and types of diet and produce diet sheets as appropriate

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

Supporting teaching staff by:

- To facilitate/assess during practical sessions within the animal collection
- To co-ordinate and supervise students undertaking work experience in the animal collection
- To act as a classroom assistant supporting Animal Management teaching staff during their lessons as required
- To carry out the role of 'lab technician' by ordering and transferring equipment to and from the Science department as required by teaching staff
- To organise the Animal Enrichment sessions activity each week, including the supervision of students as required ensuring their health & safety at all times
- To maintain the teaching area as a tidy and attractive environment in which lessons can be successfully delivered

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
- To disseminate a termly update by email to the Curriculum Leader and Teachers of Animal Management with the major events that have taken place during that period

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
- To maintain all locks and gates and ensure that they are properly secured at all times

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

Liaison with outside organisations:

- To be a member of an appropriate professional organisation eg. BIAZA
- To keep abreast of recent developments in animal management
- To build and maintain links with outside organisations and animal keepers

Strategic forward-planning for the animal management collection

- To proactively identify areas for improvement
- To plan for the continued healthy operation of the collection, for instance (but not limited to) in the marketing of the collection to prospective pupils, the securing of grants to enable the work of the collection to continue, the maintenance of relationships with key stakeholders within the animal keeping world.

Due to the nature of this post weekend work will be 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
Possession of an advanced qualification (level 3 or above) in an animal or biological science related subject, or other relevant qualifications combined with industrial experience in a relevant area	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years).	E	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

Experience		
Proven track record of reliability, availability and honesty	E	I
Have a sound practical experience of working with a wide range of animals in a commercial or educational setting	E	A/I/AS

Knowledge, Skills and Attributes		
Demonstrate a high standard of animal management and be able to handle a wide range of animals effectively	E	A/I/AS
Must be able to work under own initiative and have a willingness to be flexible	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
Full license and use of own car, or ability to transport animals to and from college by other means, if necessary	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

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

Salary:

£26,151.00 to £28,338.00 per annum

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,498 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

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 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 and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Friday 13th 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

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. CVs alone will not be accepted.

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

