

Job Description

JOB TITLE:	Animal Technician
GRADE:	Scale G £25,616.22 to £28,471.35 (£23,695 to £26,336 FTE 37-hour week)
HOURS:	40 hours per week plus 1 in 4 weekends
REPORTS TO:	Animal Centre Manager
CAMPUS:	BCA
JOB PURPOSE:	The Animal Centre Technician is expected to ensure that high standards of animal welfare and animal husbandry are carried out daily for all the animals that fall under their responsibility. Performing daily checks and keeping records of animals' health and behaviours are a couple of the key components of this role.

Main Duties

1. To attend to the husbandry requirements of the animal collection as directed by the Animal Centre Manager cleaning out the enclosures, preparing and presenting food, ensuring that bedding and water are provided where appropriate, etc
2. Liaise with veterinarians regarding routine preventative treatments and strategies. Administration of some medications and treatments will be necessary and should be applied in accordance with specific animal centre protocols.
3. Maintain work areas, accommodation and surrounding environment in order to ensure the highest standards of cleanliness and hygiene.
4. Keep accurate and up to date animal records using ZIMS and other record keeping methods.
5. Plan and implement training and enrichment strategies for the animals under your care.
6. Adhere to all Animal Management Centre procedures, protocols and risk assessments.
7. Work with student groups undertaking practical sessions on the Animal Centre and provide instruction to enable them to successfully complete animal husbandry tasks correctly and safely.
8. To assist in preparation work for classes as and when necessary.
9. To assist teaching staff in demonstrations to practical classes as and when necessary.
10. Maintain the college's safety standards by reporting any issues to your line manager promptly and appropriately in order to ensure compliance with the

health and wellbeing of livestock, staff, students and all visitors to the Animal Management Centre.

11. To be responsible for the safety and security of the Animal Management Centre and its animals.
12. To contribute to the teaching programme as and when necessary.
13. To maintain a clean, healthy and safe practical working and teaching environment.
14. Contribute to the Animal Management Centres Family Zoo Days and other commercial activities as and when necessary.
15. To undertake such duties as reasonably fall within the purview of the post.

Curriculum

- To support the curriculum team ensuring that teaching and learning is carried out effectively and efficiently support the quality and performance management process for the area.
- Develop and maintain a realistic working environment and develop the professional attitude of the students towards their work and provide students with every opportunity to practise their skills.

Administration

- Ensure compliance with, and implementation of, all College policies and procedures with particular reference, but not exclusively, to Equality and Diversity, Health and Safety, Every Child Matters and those specific to the Animal Centre.
- To support the AMC Manager to ensure that learner recruitment, retention, attendance, progression, achievement and success are effectively managed and monitored and that appropriate records are kept.
- To undertake administrative tasks as required including the completion of registers and provision of provide accurate and timely reports as required.
- Participate in College groups, course team meetings, course reviews and other activities if/when required.

Health and Safety

- To observe good working practices, comply with and promote College and Animal Centre policies and take appropriate responsibility to ensure the health and safety of self and others
- Ensure the learning areas meet all relevant legislative requirements. Work with AMC Manager to ensure College Health and Safety systems and procedures are in place.
- Maintain safety standards in accordance with the Law and College's Health & Safety Policy and to act as a First Aider including responsibility for maintaining first aid equipment.

Other

- Provide cover in the case of absence across the whole of the animal centre.
- To engage in training and development as required.
- To attend and support College open days/evenings and events as required.
- Travelling and working away from normal base as may be required from time to time



General Duties

- Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- Be responsible for safeguarding and promoting the welfare of students.
- Maintain student morale and discipline within the college site.
- Through CPD ensure you keep up to date with relevant industry and academic development.
- Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- Any other duties commensurate with the level of responsibility within the Group.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it. It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

April 2025

PERSON SPECIFICATION

Animal Technician

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A Level 2 qualification (GSCE A-C or equivalent) in English (Please state this in your application form)	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in Maths (Please state this in your application form)	✓		AF
To hold a minimum Level 3 vocational qualification in a relevant subject	✓		AF
To hold a recognised qualification in the area of specialism e.g. DMZAA		✓	AF/IV
EXPERIENCE			
To possess strong practical skills relevant to the area of specialism	✓		AF/IV
Previous relevant demonstrable experience in an accredited animal collection	✓		AF/IV
Experience of working with students and staff to support curriculum delivery		✓	AF/IV
SKILLS, KNOWLEDGE AND ABILITIES			
Ability to use own initiative and work effectively and conscientiously with a minimum of supervision	✓		IV
Ability to supervise learners on an individual or group basis in practical skills	✓		IV/AF
Ability to maintain a well prepared realistic and safe environment for our learners	✓		IV/AF
Ability to maintain various professional and work-related records	✓		IV
Ability to communicate effectively both orally and in writing with a wide range of people including adults and young people	✓		IV
Ability to work effectively within a team and with a range of learners and staff	✓		AF/IV
Ability to undertake the physical elements of the role effectively	✓		IV
Understanding of Health and Safety law and policies	✓		AF/IV
Understanding of Child Protection Legislation and requirements		✓	AF/IV
Possession of a full UK driving licence	✓		AF

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview



All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation