



Job Description

JOB TITLE:	Assistant Animal Centre Manager:
GRADE:	Scale J £35,201.08 to £38,111.35
HOURS:	40 per week
REPORTS TO:	Animal Centre Manager
RESPONSIBLE FOR:	Animal Centre Technicians
CAMPUS:	BCA
JOB PURPOSE:	To ensure the day-to-day safe and efficient running of the animal centre

Main Duties

1. To support the ACM, in maintaining the highest standards of animal welfare on the animal centre and contribute to the overall running of the animal centre.
2. The post-holder will lead the development of the work experience module on their sections, line-managing and mentoring full and part-time staff to ensure provision is learner focused, ensures academic excellence and an outstanding student experience, reflecting the principles of the personalised curriculum and contributing to the achievement of the College's strategic and development plans. To meet this aim it is essential the post holder has a clear commitment to providing high quality support to our learners and staff.

1 **Supporting the daily running of the Animal Centre**

- 1.1 Leading a team to ensure the delivery of daily husbandry tasks that the highest of welfare husbandry standards including but not limited to, record keeping, cleaning, feeding, behavioural observations, training and enrichment.



- 1.2 Support the ACM in the organisation and running of team meetings as well as the organisation and chairing of ethical review meetings as and when appropriate.
- 1.3 Leading on welfare and implementing the policy including organising screening, vet visits, the administration of medications and treatments where necessary and in accordance with specific animal centre protocols.
- 1.4 Provide cover in the case of absence on all areas of the animal centre including the Animal Centre Manager.
- 1.5 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.
- 1.6 Be part of a management on-call rota providing emergency advice and approval of veterinary spend via the telephone
- 1.7 Contribute in the development of the centres working procedures to ensure the College adheres to all legislative, accreditation and industry requirements.

2 Curriculum Delivery

- 2.1 Working with teaching and learning staff the post holder will provide practical support, and supervision to students in practical subjects both on an individual and group basis.
 - 2.2 Lead the delivery of the work experience module in their area of the animal Centre,, including the creation of relevant module documents, coordinating section staff and the assessment of students.
- 3 To undertake such duties as reasonably fall within the purview of the post.

4 General Duties

- 4.1 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.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Maintain student morale and discipline within the college site.



- 4.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 4.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 4.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

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](#).

PERSON SPECIFICATION -Assistant Animal Centre Manager

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 maths	X		AF
To hold a minimum Level 4 vocational qualification in a relevant subject	X		AF/IV
First Aid at work qualification or a willingness to attain.	x		AF/IV
EXPERIENCE			
Experience of working in an educational institute at senior level.		x	AF/IV
Previous relevant demonstrable experience in an accredited animal collection.	X		AF/IV
SKILLS, KNOWLEDGE AND ABILITIES			
To possess strong practical skills that can be shared with others.	x		AF/IV



To work effectively within a team and with a range of learners and staff.			AF/IV
Ability to lead, direct and inspire others within the work environment to meet objectives	X		AF/IV
Ability to communicate in a mature and effective manner, both orally and in writing with a wide range of people including adults and young people.	X		AF/IV
Ability to maintain a well prepared realistic and safe environment for our learners.	x		AF/IV
Thorough and conscientious approach to paperwork, systems, stock maintenance, recording and protocols.	x		AF/IV
Understanding of Health and Safety law and policies.	X		AF/IV
Experience of implementing effective Health and Safety procedures and protocols (Risk Assessments and COSHH).		x	AF/IV
Experience working with a wide range of animal taxa.		x	AF/IV
Ability to use own initiative and work effectively and conscientiously with a minimum of supervision to meet deadlines	x		AF/IV
Ability and willingness to work flexibly to meet the needs of the College which may involve evening or weekend work.	x		AF/IV
Possession of a driving licence	X		AF/IV
Understanding of Child Protection Legislation and requirements.		X	AF/IV
Ability to undertake the physical elements of the role effectively.	X		AF/IV

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