

Job Description

JOB TITLE:	Facilities and Maintenance Technician (Animal Centre)
SALARY:	Scale G £17,931.35 - £19,929.95 (£23,695 - £26,336 FTE)
HOURS:	28 hours per week
BASIS:	Fixed Term - 12 months
REPORTS TO:	Animal Centre Manager
CAMPUS:	BCA
JOB PURPOSE:	<p>We are seeking a highly motivated individual to maintain a safe and secure working environment for our animals, staff and students. Performing daily checks and carrying out routine repair and project work as required. This role provides an exciting opportunity to educate our animal management students in areas such as construction, maintenance and repair of boundaries, structures and surfaces, health and safety and animal enclosure maintenance, as part of their Estate skills module.</p>

Main Duties:

- Work with the Animal Centre Manager (ACM) and Director of Estates to develop an effective schedule of planned maintenance projects.
- Attend regular walkarounds with the Animal Centre team to identify maintenance and project work required.
- Provide technical support in enclosure design and landscaping of the Animal Management Centre.
- Prioritise workload in accordance with their importance, (H&S, animal welfare etc.)
- Allocating and managing resources (time, capacity, materials and tools) effectively and efficiently.



- Maintain work areas, accommodation and surrounding environment to ensure the highest standards of cleanliness and hygiene.
- Work at height as required
- Use a range of power tools, plant and vehicles as required, including excavators, telehandlers, breakers, disc saws, grinders, drills and routers.
- Carry out a range of planned and reactive maintenance projects. These include (but are not limited to):
 - Carpentry tasks (i.e. enclosure repairs)
 - Hard landscaping
 - Minor electrical works (dependant on qualifications)
 - Minor plumbing works
 - Painting and decorating
 - PAT testing
 - Construction tasks (i.e. fencing, brickwork)

Health and Safety:

- Adhere to all WFCG procedures, protocols and risk assessments.
- Maintain the college's safety standards by reporting any issues to your line manager promptly and appropriately to ensure compliance with the health and wellbeing of livestock, staff, students and all visitors to the Animal Management Centre.
- Reporting any major faults or findings to the Estates Director, and any H&S concerns to the Director of Health and Safety.
- Responding to fire/intruder alarms.

Curriculum:

- Work with student groups undertaking practical sessions on the Animal Centre and provide instruction and assessment to enable them to successfully complete estates skills tasks correctly and safely.
- To assist teaching staff in demonstrations to practical classes as and when necessary.

General Duties:

- Maintain the Animal Management Centre workshop area and all tools and equipment within it, maintaining stock levels, and keeping up to date records.

- Ensure compliance with, and implementation of, all College policies and procedures with reference, but not exclusively, to Equality and Diversity, Health and Safety, Every Child Matters and those specific to the Animal Centre.
- To maintain high standards of welfare of animals at all times and encourage the same in others.
- To dress appropriately to maintain standards in personal presentation, tidiness and safety
- 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.
- Maintain student morale and discipline within the college site.
- Through CPD ensure you keep up to date with relevant industry and academic development and engage in training and development as required.
- 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

Facilities and Maintenance Technician (Animal Centre)

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Have a minimum of two years' experience in a general maintenance or handy person role and/or hold a professional qualification in a trade.	X		AF
GCSE/L2 Equivalent Maths and English	X		AF
EXPERIENCE SKILLS, KNOWLEDGE AND ABILITIES			
Ability to maintain a well prepared realistic and safe environment for our learners	X		AF/IV
Ability to maintain various professional and work-related records	X		AF/IV
Ability to use own initiative and work effectively and conscientiously with a minimum of supervision	X		AF/IV
To consistently produce a high standard of work	X		AF/IV
Demonstrate a positive and flexible approach to work and tasks	X		AF/IV
Ability to communicate effectively both orally and in writing with a wide range of people including adults and young people	X		AF/IV
Ability to work effectively within a team and with a range of learners and staff		X	AF/IV
OTHER:			
Ability to undertake the physical elements of the role effectively	X		AF/IV
Understanding of Health and Safety law and policies	X		AF/IV
Understanding of Child Protection Legislation and requirements		X	AF/IV
Possession of a driving licence	X		AF
Ability and willingness to work flexibly to meet the needs of the College	X		AF

KEY:

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

All the elements marked IV will be assessed at interview.

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

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