

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	[N/A]
Core Job Role:	Animal Technical Support
Job Title:	Animal Technical Support
Reports to:	Head of Department
Grade	LC2
Date of compilation:	June 2023

ROLE SUMMARY:

To work within a small team to ensure the day-to-day operation of the animal care centre, ensuring optimum animal welfare standards at all times. Knowledge and experience of reptiles, amphibians and rodents is essential.

CORE RESPONSIBILITIES:

1. Be responsible for the care of the animals, operation and maintenance of equipment and site.
2. Moving and transporting animals safely and securely both on-site and off-site (for example to vets and open days)
3. Work to rota and provide animal care over weekends and holiday period
4. Record keeping, stock taking and ordering of supplies
5. Ensuring the animal care centre is kept clean, tidy and organised at all times
6. Ensure the animal care centre is kept secure at all times.]

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Animal Technical Support
Department	School of Land and Animal Support

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Relevant Level 3 Qualification in animal care	A
E	Q2. Literacy and Numeracy at Level 2 or above	A
D	Q3. Full and valid Driving Licence	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Minimum of 1 years' relevant industrial experience working with exotics, small animals and/or large animals	A / I
E	EK2 A sound working knowledge of at least one area of the Department's work.	A / I / P
E	EK3 A good knowledge and understanding of Health & Safety	A / I
D	EK4 Experience of working in an animal care setting with a range of species	A / I

D	EK5 Experience of administrative tasks including use of computers	A / I
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Skills and Competencies		
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Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to work flexibly across a number of tasks	A / I
E	SC2. Good timekeeper	A / I
E	SC3. Strong interpersonal skills and good communicator	A / I
E	SC4. Able to work using own initiative	A / I / T
E	SC5. A courteous, positive and 'can do' approach	A / I / T

Behavioural, Values and Ethos		
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Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I