# JOB DESCRIPTION

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| **Job Title** | Animal Care Technician |
| **Salary Scale/Grade** | Spinal Point 14 - 16 |
| **Responsible to** | Curriculum Manager Pathways |
| **Date of Job Description** | February 2026 |

**Purpose**

The Animal Care Technician is responsible to the Curriculum Manager for providing high quality care to animals owned by the College and to support staff within Animal Care in order to enable the College to meet their strategic objectives. Team working and communications within an overall approach that values people will be of key importance.

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Main Duties and Responsibilities:

- To feed, clean and provide support to animals owned by or in the care of the College
- To support lecturers in the preparation of animals and resources and delivery of classes
- To ensure the well-being of animals owned by or in the care of the College

General

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions re in place for those who persistently do not adhere to this requirement
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process.
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- Complete all required training as set by COPC, such as relevant Health & Safety training

College Expectations?

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality
- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments

GENERAL

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff
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- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- To be a member of such College Committees and working parties as may be agreed from time to time
- Any other duties as may be reasonably allocated from time to time by the CEO or Principal

**General**

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job level or responsibility entailed.

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# PERSON SPECIFICATION

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| **Job Title** | Animal Care Technician |
| **Department** | Pathways |
| **Salary Scale/Grade** | Spinal Point 16 - 19 |

| Criteria | Description | Essential Desirable (E/D) | Assessed By Application Interview Test |
|---|---|---|---|
| Education & Qualifications | A good standard of basic education (Maths and English GCSE pass or equivalent) | E | A/T |
| | 2 to 3 A Level passes or equivalent in a relevant subject | D | A |
| | Minimum level 2 qualification in Animal Care or related area | E | A |
| Experience | Experience of caring for animals within a work environment | E | A/I |
| | Experience of working in a classroom environment | D | A/I |
| Skills, knowledge, and competencies | Computer Literate | E | A/I |
| | Ability to work well in teams but also to work independently with the minimum of supervision | E | A/I |
| | Ability to meet targets within set timescales with drive and passion | E | A/I |
| | Good administrative skills | E | A/I |
| | Effective interpersonal and presentation skills | E | A |
| Personal characteristics | Enthusiasm and optimism | E | A |
| | Ability to work under pressure | E | A |
| | Commitment to excellence | E | A |
| | Flexible attitude | E | A |
| Other | This post is subject to a DBS check. | E | A |
| | A commitment to safeguarding and the wellbeing of learners | E | A |

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.