

Job Description

Post:	Animal Grounds Keeper
Salary Grade:	Subject to job evaluation
Responsible to:	Head of Animal Management and Equine

Key Purpose:

1	To be responsible for opening and closing a designated College building/area.
2	To carry out maintenance projects in the Animal and Equine department working under the direction and supervision of the Head of Animal Management and Equine
3	To undertake day to day maintenance and enclosure upkeep in the Animal Department.
4	To undertake enclosure development, maintenance and repairs utilising a specific trade.
5	To ensure that all work undertaken is properly conducted in an efficient, safe and timely manner.

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a.	To be responsible for good house keeping, carrying out repairs and maintenance in the animal unit, ensuring a safe environment and working conditions at all times.
b.	To be responsible for protecting and maintaining water, heating, gas and electrical systems.

c.	To be part of the on call rota system, to be available to work when College sites are closed and be available to work out of hours on college activities i.e. productions, parent evenings, open days, etc, as directed by the Head of Animal Management and Equine.
d.	To act as a site key holder, with responsibility for opening and closing a designated College building on a rolling rota based system.
e.	To be responsible for delivery receipt, movement and maintenance of College equipment, furniture and fittings.
f.	To ensure that daily checks are carried out on buildings, enclosures and services where all defects are logged and reported promptly.
g.	To assist in recording repairs undertaken and in maintaining an accurate inventory of all equipment used in connection with maintenance activity, including logging completion of reactive requests on a computerised system.
h.	To consider health and safety at all times and respond quickly and effectively to health and safety issues, reporting any matters to the Head of Animal Management and Equine.
i.	To undertake general grounds maintenance including clearing outside areas, making outside areas safe in poor weather conditions, and undertaking gardening duties, as required.
j.	To maintain work areas in a safe, clean and tidy condition, adhering to all relevant statutory provisions.
k.	To keep up to date with changing practices and legislation related to the duties of your employment.
l.	To be responsible for developing and maintaining effective working relationships with both internal and external customers.
m.	To ensure effective cross site communications with other team members and College staff, via verbal and written communications, e.g. email.
n.	To adhere to the College's Financial Regulations.
o.	To undertake work across SCC sites at short notice, when required.
p.	To undertake other reasonable duties as requested by the Head of Animal Management and Equine.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification - Estates Sites Officer

	Essential	Evidence	Desirable	Evidence
Qualification	1. Level 2 qualification in an appropriate trade or willingness to achieve within a specified time / or equivalent work experience with a commitment to professional self development 2. Basic Health & Safety Level 1 Certificate 3. Level 2 Literacy and Numeracy	Certificate Certificate Certificate	a. IOSH Level 2 Certificate b. IT Level 2 c. Level 3 qualification in an appropriate trade	Certificate Certificate Certificate
Professional Development	4. Evidence of ongoing professional development	Application		
Experience	5. Undertaking work related to a specific trade	Application/ Interview	d. Working within a College of Educational environment	Application/ Interview

	6. Undertaking risk assessments and managing risk	Application/ Interview	e. Budget control/ordering materials	Application/ Interview
Knowledge	7. Of a specific trade, i.e. plumbing; electrician; joinery; painting etc	Application/ Interview	f. Procedures for obtaining contractors to undertake work	Application/ Interview
	8. Health and Safety and associated legislation	Application/ Interview		
Skills/ Qualities	9. Excellent DIY skills	Application/ Interview		
	10. Good negotiating skills	Application/ Interview		
	11. Good interpersonal skills	Application/ Interview		
	12. Good organisational skills	Application/ Interview		
	13. Ability to identify risk and generate solutions	Application/ Interview		
	14. Ability to work on own initiative and meet deadlines	Application/ Interview		
	15. Ability to keep calm in difficult situations	Application/ Interview		
	16. Flexible approach to work	Application/ Interview		
	17. High level of integrity	Application/ Interview		
	18. To be able to work as a team member and share ideas and generate good practice	Application/ Interview		
	19. Ability to build good relationships with students, staff and suppliers	Application/ Interview		
Other	20. Able to work evenings and unsociable hours	Application/ Interview		
	21. Driving licence and access to personal transport	Application		
	22. Commitment and responsibility to	Application/ Interview		

	<p>safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults</p> <p>23. Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance</p> <p>24. DBS Check acceptable to college will be undertaken for successful applicant</p>	<p>Application/ Interview</p> <p>Appointment</p>		
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