

## Five Acre Wood

### OLE – Animal Management Technician

**Hours:** 37 hours per week, between 8.00am to 7.00pm, Monday to Sunday on a rota basis, term time only plus four weeks.

**Reports to:** OLE HLTA (Yard)

**Pay grade:** KR4 plus SEN allowance (actual salary £21,887.52 including SEN allowance)

#### Job Description

##### *Purpose of Job:*

Maintenance of the yard whilst caring for and ensuring the wellbeing of all the animals.

##### *Principal Accountabilities:*

- To be proactive in the day to day maintenance of the yard, this is to include daily feeding/ watering programs for all animals at the yard to an extremely high animal welfare standard.
- Mucking out of all stables, chicken coop and other enclosures. Keeping the duck pond in good safe working order including emptying and filling with fresh water while following the yard safe work practices.
- Twice daily welfare checks on all animals at the yard must be carried out. This is to include setting up a line of communication with other outdoor learning environment staff that work at the weekends to ensure that all the animals welfare needs are met to an extremely high standard.
- To liaise with vets and take animals to the vets when necessary, or make arrangements for the animals to be taken to the vets.
- To be responsible for monitoring stock and ordering animal feed, bedding, etc to ensure that animal needs are met at all times.
- To carry out weekly animal routine care practices, this is to include trimming of the goat's feet and administering animal medication.
- To be responsible for repairing small maintenance repairs within the yards foot print, this is to include checking all yard fences weekly and ensuring that the yard is a safe working environment.
- To discuss any ideas regarding new enclosures and future animal additions to the yard with the Yard and Horticulture HLTA.
- To build new enclosures, pens, hutches and aviaries with the assistance from other outdoor learning environment team members.
- To assist with the clearing of rubbish and litter from the outdoor learning environment and removing to the skip or waste bins.
- To be flexible with work commitments and to be able to support all areas and aspects of the OLE when required.
- Any other duties as directed by the OLE HLTAs, SLT or HR.

#### Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.

- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

**Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

**Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.**

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

**Administration / other - Prepare and keep clean materials and undertake minor clerical duties.**

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

**Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

## Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS /TRAINING</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English A-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Animal management qualifications</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Professional and/or personal experience of working with children with SEN</li> <li>Practical experience working with animals</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Animal management knowledge</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of Special needs</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communications skills</li> <li>Child Centred approach.</li> <li>Good communications skills</li> <li>Ability to work independently but also as a team player</li> <li>Establish professional working relationships with colleagues</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Organised</li> <li>Being discrete, professional, respectful and friendly</li> <li>Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>Ability to work successfully as part of a team</li> <li>Confidentiality</li> <li>To be committed to the school's policies and ethos</li> <li>To be committed to continuing professional development</li> </ul>	
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>To assist with ensuring Safeguarding policies and protocols are correctly followed</li> </ul>	

**Acknowledgement of Receipt of Job Description**

- I have received a copy of the job description for Animal Management Technician and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_