



Job title	Teaching Support Technician	Job family and level	Technical Services Level 1
School/ Department	Veterinary Medicine and Science	Location	Sutton Bonington Campus

Purpose of role

To work as part of a team providing technical support to the teaching activities of the School of Veterinary Medicine and Science, with a focus that the practical courses are fully provided for through the provisions of materials, advice, and operational support.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Animal Care Duties <ul style="list-style-type: none">Support the running of the school animal facilities. To include general animal husbandry and house-keeping duties.Maintenance of the school kennel and dog exercise facilities ensuring that all animals are managed in clean and comfortable surroundingsSupport the running of the school livery yard and associated facilities, to include receiving deliveries, allocation of weekly provisions to livery tenants and basic maintenance of the stables, grazing fields, and ménage surface.Maintaining stock levels of animal feed and consumables within live animal and clinical teaching areas	35 %
2	Teaching Support Duties <ul style="list-style-type: none">Setting out and clearing away materials and equipment for dissection, cadaver surgery and clinical teaching classes.Collection of materials from abattoirs, clinical associate practices and equipment and consumables from the school stores.Maintaining stock levels of consumables within Dissection and surgery areasMaintaining the cleanliness and tidiness of the laboratories and teaching areas including the cleaning of equipment and instrument to a high standard, cleaning and disinfecting sinks and work surfaces and ensuring that the student locker areas and changing facilities are kept in reasonable order.	45 %

	<ul style="list-style-type: none"> • Operation of laundry facilities to ensure provision of clean protective clothing for use in cadaver practical classes 	
3	Health and Safety Duties <ul style="list-style-type: none"> • Disposal of clinical and biohazard waste ensuring that contaminated waste is disposed of safely and appropriately • Maintenance of apparatus and equipment ensuring they remain in good working order, carrying out electrical safety testing as required both on site and off site at associate practices 	15%
4	Any other duties appropriate to the role/grade.	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Basic IT skills • Communication skills • Basic understanding of Health and Safety regulations and procedures • Ability to lift and move objects as this role will involve storing and moving consumables and equipment • Driving licence unless disability precludes this 	
Knowledge and experience	<ul style="list-style-type: none"> • Experience in working with a wide range of animal species • Understanding of the basic principles of Biology/Anatomy • Willing to undertake overtime duties at a weekend where required 	<ul style="list-style-type: none"> • Experience in a relevant role
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • Minimum of a good standard of education evidenced by GCSEs (grade C and above) or equivalent, including Maths and English <p>OR</p> <ul style="list-style-type: none"> • Work experience in a similar role 	<ul style="list-style-type: none"> • Animal Care Diploma BTEC



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
Taking ownership	Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
Forward thinking	Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
Professional pride	Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
Always inclusive	Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others



