

Dog Grooming Assistant

Team: Dog Grooming

Reports to: Teaching & Learning Manager

Location: Brinsbury

Job Purpose

- To provide support to Lecturers and students in the dog grooming parlour.

Key Responsibilities

- To assist with the day to day running and security of the parlour.
- To maintain and clean equipment on a daily basis at the end of the day, checking to ensure all equipment is in place.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Proven industry experience	Essential	Application Form/ Interview
Knowledge		
Health & safety legislation	Desirable	Application Form/ Interview
Qualifications		
Level 3 qualification in Dog Grooming	Essential	Application Form/ Certificates
Skills and Abilities		
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	Application Form/ Interview
Organisational skills and the ability to meet tight deadlines	Essential	
Animal management	Essential	
Customer service skills	Essential	
IT and keyboard skills	Desirable	
Attributes		
Flexible and proactive approach	Essential	Interview
Other Requirements		
Satisfactorily meeting the Group’s employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: Variable

Working weeks per year: 52

Salary: An hourly rate is payable for each agreed hour. The hourly rate includes a basic hourly rate and pro rata holiday entitlement.

Basic hourly rate £13.45 per hour
Holiday rate £2.15 per hour
Total hourly rate £15.60 per hour

Holiday entitlement: Holiday is calculated on a pro rata basis and paid in advance as part of the hourly rate.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.