

# Capel Manor College

## Casual Animal Carer

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### Job Description & Person Specification



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<b>Post</b>	Casual Animal Carer
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	£14.80 per hour plus holiday pay
<b>Responsible to</b>	Animal Keepers
<b>Location</b>	Crystal Palace/ Mottingham
<b>Contract</b>	Casual

#### **Key Responsibilities:**

The key responsibility of the Casual Animal Keeper will be to have good knowledge in caring for a range of animals, provide excellent animal husbandry standards to all of the Colleges animal stock. They will have exceptional communication and demonstration skills to provide expert interactive sessions to the general public at weekends and during events and support the Animal Keepers with volunteering and work experience students. They will also be expected to maintain all records.

#### **Responsibilities:**

1. Be responsible for the day-to-day routine care of the College's animal stock, maintaining high standards of husbandry
2. Duties include cleaning of accommodation, provision of feed, water, bedding, nesting material, and daily health checks
3. The exercising, training and handling of animal stock as appropriate and as required
4. Ensuring that all requirements and regulations relating to health and safety are adhered to at all times
5. Completing records relating to routine animal care, reporting any abnormalities or problems to Line Manager as appropriate
6. Ensuring high standards of hygiene and cleanliness in all animal areas and associated storage and service areas
7. Assisting academic staff within the School, supervising students and providing technical assistance and advice as required
8. To provide assistance supervising volunteers and work experience
9. To support running the animal interactive education sessions with schools and groups during the week time
10. To be confident in public engagement activities and answering queries from members of public
11. Assisting with the coordinating and supervising animal interactive sessions for the public at weekends
12. Work with the marketing and events team to provide a great public experience
13. Any other reasonable duties of a comparable nature as required by the Line Manager

#### **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

### **PERSON SPECIFICATION**

#### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 2 qualification or higher in an animal management discipline
- Animal Management L3 qualification; DMZAA or equivalent is preferred

## **Experience**

- Experience of working in an educational or training environment is desirable

## **Skills, Abilities and Knowledge**

- An understanding of education and conservation in the modern zoo/farm environment.
- Strong commitment to the care and welfare of the College's animals
- The ability to develop positive working relationships with individuals at all levels
- Effective communication skills and organisation skills
- The ability to work on own initiative and as part of a team
- Excellent administrative skills
- Ability to aid in construction work for existing and new exhibits

## **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required