

The Roseland Multi-Academy Trust
JOB DESCRIPTION

Job Title	Animal Care Assistant
Hours	Every other weekend and some school holidays, including some bank holidays. 190 hours per annum - 2 hours per day
Holiday Entitlement	Statutory based on 2 hours per day
Grade	B
Responsible to	Animal Care Teaching Practitioner / Leadership Team
Direct Supervisory Responsibility for	None
Indirect Supervisory Responsibility for	None
Important Functional Relationships	Internal: Staff and Students within the Trust External: Parents/Carers, Trustees, Governors, Visitors and Advisers, Suppliers of goods and services

Working Conditions:

Roseland Community Farm is a small school-based farm. Our animals need to be cared for 365 days a year and the post-holder needs to be reliable, trustworthy and conscientious. During term time, Monday to Friday, the care of animals is covered by our Animal Care Teaching Practitioner and an Animal Care Technician. This role is required to ensure weekends and school and bank holidays are covered and our animals are cared for daily by a responsible and caring person.

Tasks will include duties such as feeding, cleaning out animal pens and cages and the potential to care for sick animals, as required. This role will also involve working outdoors in a variety of weather conditions so a flexible approach is necessary both with regard to duties and working hours as this role is for weekends, school and bank holidays. Your holidays will be covered by school staff.

Main Purpose of Job:

This very important and rewarding role requires you to care for the animals and plants on our school farm where you will be required to:

- Prepare food and feed the animals and undertake stock checks of materials, tools and equipment in accordance with the established system and report stock levels to the Animal Care Teaching Practitioner.
- Ensure that the animal enclosures are maintained and are safe and clean, including changing bedding.
- Tidy up and clean the animal housing feeding room and other relevant working areas, materials and equipment, including breakages, spillages and disposing of waste materials so as to ensure a safe and hygienic working environment at all times and undertake general cleaning around the farm.
- Work to established organisational practices of the department so as to ensure the efficient organisation of work and storage areas, ensuring that all working areas are left in a safe and secure state at all times.
- Clean and groom the animals and undertake manual handling of animals, goods and equipment.
- To assist in the maintenance of equipment and resources to ensure good safe working order of all resources, including routine testing and checks, assistance in servicing and undertaking minor repairs (as trained) as directed.
- Assist with moving animals from one place to another and provide exercise opportunities for animals.
- Check for signs of illness or distress in the animals.
- Provide enrichment to the enclosure.

- Keep relevant records and make notes where applicable to ensure any matters are communicated effectively.
- Answer questions and queries from colleagues where applicable.
- Adhere to all Trust policies, procedures, data protection, health and safety requirements and be familiar with and advise staff on particular hazards of chemicals, materials and equipment in line with COSHH, CLEAPPS and other relevant health and safety guidelines. To remain aware of current safety guidelines and legislation.
- To maintain confidentiality of information acquired in the course of undertaking your duties.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

PERSON SPECIFICATION

Job Title: Animal Care Assistant
Department: School Based

ATTRIBUTES	ESSENTIAL	DESIRABLE
<u>Relevant Experience</u>	Practical experience of caring, feeding and looking after small animals. Practical experience of caring and maintaining crops and plants.	
<u>Education & Training</u>	Attainment of GCSE qualifications (or equivalent level 1 qualifications) to include English and Maths.	Basic Health & Safety certificate. Animal Care/Land-Based Operations qualification.
<u>Special Knowledge & Skills</u>	Good organisational and communication skills. Reliable, flexible and trustworthy. Able to clean and maintain animal accommodation.	Experience with materials and procedures subject to COSHH Regulations. Experience of grooming animals and have a confidence in handling, holding and restraining them. Experience of the care of young animals. Driving licence and/or use of a vehicle in case of emergencies, i.e. to take an animal to the vets.
<u>Any Additional Factors</u>	Self-motivated. Enjoys working outdoors. Ability to work on own initiative and as part of a team.	Confident to administer medicines to animals by following veterinary advice.