

### Job Description

<b>Post:</b>	<b>Animal Keeper</b>
<b>Salary Grade:</b>	<b>Band 8</b>
<b>Responsible to:</b>	<b>Head of Department</b>

### Key Purpose:

<b>1</b>	To be responsible for and maintain the animal unit accommodation and facilities to high standards and maintain high levels of animal health and welfare and husbandry at all times.
<b>2</b>	Facilitate the learners development by supervising appropriate practical activities whilst working with the animal collection.
<b>3</b>	To comply with all relevant legislation relating to the health, welfare and transportation of animals such as the Animal Welfare Act 2006, Welfare of Livestock 1994.

### Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

### Duties and Responsibilities:

<b>a</b>	Responsible for the day to day care of all animals, mammals, birds, reptiles and fish. Ensuring the health and welfare of all animals including providing an appropriate diet, suitable accommodation, and taking measures to prevent disease.
<b>b</b>	Ensuring all Health and Safety measures and procedures are observed and adhered to by staff, students, volunteers and the general public. Reporting any accidents or incidents promptly and correctly in line with College procedures.

<b>c</b>	Supervising animal handling and transportation. Conducting health assessments of all animals entering or leaving the facility and completing relevant paperwork and online documentation relating to this.
<b>d</b>	Observing animals for signs of illness, injury, or unusual behaviour; notifying veterinarians as required. Treating animal illnesses or injuries and ensuring medication is dispensed accurately and timely, following experience or instructions of veterinarians.
<b>e</b>	Maintaining animal food stock levels to ensure all animals have food and water available in line with standard operating procedures.
<b>f</b>	Ensuring accurate records of animals are maintained and the data inputted onto both computer and paper systems.
<b>g</b>	Ensuring relevant staff and students have access to animal rooms, workshops and equipment as required.
<b>h</b>	Carrying out regular inspections of all equipment with early reporting of defects or deficiencies.
<b>i</b>	Supervising and assessing groups of students on practical work/duties or work experience / school visits and tours.
<b>j</b>	Developing links with local relevant industries and promoting the College.
<b>k</b>	Carrying out any other duties commensurate to the post as required by your Line Manager / Senior Manager.
<b>l</b>	To work to own initiative when needed and be responsible for organising personal workload to ensure forward planning takes place and all deadlines are met.
<b>m</b>	To ensure that an efficient service is offered to students and potential students at all times and to be responsible for delivering an outstanding quality service within their role.
<b>n</b>	To take reasonable care for the Health and Safety of self and others who may be affected by acts or occasions related to your work.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

<b>Post holder to sign and date the job description:</b>
<b>Name of the post holder:</b>
<b>Line manager to sign and date the job description:</b>
<b>Name of the line manager:</b>

### Person Specification – Animal Keeper

		<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
<b>Qualification</b>	1	Literacy Level 2	Application	a Degree or equivalent in Animal related area  b Teaching or assessing qualification  c D1 or Midas driving certificate	Application
	2	Numeracy Level 2			
	3	IT Level 2			
	4	NVQ L3 or equivalent experience in an Animal Care related subject.			
<b>Professional Development</b>	5	Evidence of ongoing professional development	Application		
<b>Experience</b>	6	Experience of working in the animal sector in a practical role.	Application / Interview		
	7	Experience of maintaining stock, carrying out stock audits and liaising with various suppliers within a similar environment.			
	8	Experience of administering basic health care and medical treatments for animals.			



	18	Good communication skills – oral, written and IT.			
	19	Excellent organisational skills.			
	20	Good interpersonal skills.			
	21	Able to keep calm in difficult situations.			
	22	Able to work effectively and efficiently.			
	23	Ability to build good relationships with students, staff and suppliers.			
	24	Flexible approach to work.			
	25	Attentive to Animal needs.			
<b>Other</b>	26	Strong values and commitment to the College's ethos	Application / Interview		
	27	Demonstration of proactive support for equality, diversity and inclusivity			
	28	A commitment to safeguarding and promoting			

	29	the welfare of learners DBS Check acceptable to college will be undertaken for successful applicant	Appointment		
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