



## Bristol Animal Rescue Centre Animal Care team

<b>JOB TITLE</b>	Animal Care Assistant
<b>HOURS OF WORK</b>	37 hours per week, permanent
<b>LOCATION</b>	Bristol Animal Rescue Centre
<b>PURPOSE OF JOB</b>	To provide a high standard of care for all animals resident at Bristol Animal Rescue Centre.
<b>KEY RELATIONSHIPS</b>	Line managed by a Kennel Supervisor
<b>RESPONSIBILITIES / DUTIES</b>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Clean, disinfect and maintain a high standard of cleanliness of animal accommodation within the Home and Clinic. Follow agreed procedures using barrier nursing methods where needed.</li> <li>• General tidying and cleaning of all areas within, and as appropriate around the full site.</li> <li>• Empty bins into corresponding wheelie bins, ensuring that all waste products and recyclable items are correctly disposed of.</li> <li>• Clean bins as required.</li> </ul> <p><b>Animal Care</b></p> <ul style="list-style-type: none"> <li>• Prepare and provide food and water for all animals. Clean all feeding bowls and water bowls, litter trays and housing as required.</li> <li>• Take note of any special dietary requirements and feed accordingly.</li> <li>• Ensure 'handover/ white board' is kept up to date and followed at all times including when on evening duty.</li> <li>• Keep feeding boards up to date at all times.</li> <li>• Ensure kennel cards and other species' housing cards are kept up to date daily to ensure consistency, including updating online animal profiles.</li> <li>• Monitor animals frequently, reporting any concerns to Reception or the Clinic staff.</li> <li>• Ensure regular checks are carried out on all collars, harnesses and halters to ensure they fit correctly.</li> <li>• On a daily basis fill out all required paperwork, update diaries and report any new information to the staff member in charge of the kennel block.</li> <li>• Handle animals for veterinary checks.</li> <li>• Groom and bath animals as needed.</li> <li>• Work with the behaviour team and where training plans are in place, ensure that they are followed at all times.</li> <li>• Ensure that all animals get the exercise that they require, including for animals on controlled exercise programmes.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Report any concerns with the animals to your Supervisor, Manager or Clinic staff member as soon as possible.</li> <li>• Administer medication as directed and/ or under the guidance of QVN (Qualified Veterinary Nurse) Or Veterinary Surgeon and ensure all documentation is completed.</li> <li>• Respect all 'kennel signs' and traffic light grading.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Promote good working relationships across the whole organisation</li> <li>• Remain calm and be courteous and considerate at all times towards colleagues, members of the public, volunteers and supporters.</li> <li>• Attend and contribute to staff meetings where possible.</li> <li>• Attend training sessions and courses where needed.</li> <li>• Ensure basic hygiene standards are met at all times and increased in times of crisis or outbreaks.</li> <li>• Train, help and support volunteers where needed.</li> <li>• Undertake stock control where needed</li> <li>• Admit stray animals whilst on late shift ensuring all relevant paperwork is completed, following correct protocols for their admittance.</li> <li>• Carry the Out of hours mobile phone/s as part of a shift pattern and answer and deal with calls appropriately.</li> <li>• Ensure all laundry is done as required across site</li> <li>• Report faults with any equipment as soon as they are noticed</li> <li>• Accommodate volunteers and volunteer dog walkers and ensure that any issues are reported to a Supervisor/ Manager.</li> <li>• Ensure the Home is locked up correctly when on the late shift. Including car park barrier, back door bolts, lights turned off and doors/ gates closed as required.</li> </ul> <p>The duties listed are not exhaustive. Other reasonable duties could be required from time to time, under the direction of your line manager.</p>
<p><b>PERSON SPECIFICATION: Qualifications, Skills, Experience and personal attributes:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Previous animal care and handling experience, minimum two years' employment in similar position.</li> <li>• The ability to develop and maintain effective working relationships with colleagues.</li> <li>• Dedicated to animal welfare, but with a realistic attitude to welfare in an animal rescue environment.</li> <li>• The ability to be able to prioritise and organise own workload in a strict timeframe and work using your own initiative.</li> <li>• The ability to remain calm when under pressure.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Enthusiastic, cheerful and hardworking.</li> <li>• Be confident in handling unfamiliar animals.</li> <li>• Good verbal and written communication skills.</li> <li>• Being comfortable working within the structure of a public facing role.</li> <li>• Comply fully with all Health and Safety and Safe Working Practise requirements.</li> <li>• It is a requirement that all Bristol Animal Rescue Centre employees have an empathy with the aims and objectives of the National RSPCA, as outlined in the Policies on Animal Welfare booklet.</li> </ul> <p>In addition, it is a requirement that employees adhere to the policies and protocols of The Bristol Animal Rescue Centre to ensure that a consistent approach to animal care and welfare is maintained.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Holding a recognised animal care/ welfare qualification</li> <li>• Experience of working with Volunteers</li> <li>• Clean UK driving license</li> </ul>
<b>KEY INFORMATION</b>	<p><b>Salary:</b> National Living wage</p> <p><b>Hours:</b> 37 hours per week worked on a rolling ten week rota, including weekend work, working mainly 8 hour shifts to cover the hours of 8am to 10pm, on any day of the week. (Rotas and shift patterns could be changed, with reasonable notice, at any time)</p> <p><b>Annual leave:</b> 20 days holiday per year (pro rata of 40hrs/wk) plus bank holidays for full time employees. Extra remuneration for bank/ public holidays worked.</p> <p><b>Non-salary benefits:</b></p> <ul style="list-style-type: none"> <li>• Uniform supplies</li> <li>• Full training provided</li> <li>• Free employee assistance service</li> <li>• TOIL for reasonable overtime</li> <li>• Statutory pension contribution for eligible employees</li> </ul>