

**JOB TITLE: ANIMAL UNIT ASSISTANT**

**LINE MANAGER: ANIMAL UNIT MANAGER**

**FACULTY: FLBS, Holme Lacy Campus**

**JOB PURPOSE**

Under the supervision of the Animal Unit Manager, you will be responsible for the care and welfare of animal collections placed in your charge. You will assist with the smooth running of the animal care unit at our Holme Lacy Campus to provide a safe and enriched environment for all species. You will use initiative and communicate efficiently with the Animal Unit Manager.

Herefordshire and Ludlow College is committed to safeguarding and you will be expected to work to promote the College’s Safeguarding policy and practice

**As animal unit assistant, you will be responsible for the following tasks:**

1. **Animal Care Unit**
2. Ensure animal welfare and husbandry is given the highest priority at all times taking advice from colleagues and/or veterinary surgeons as necessary
3. Carry out animal routines ensuring animals are fed, watered, cleaned and provided with the highest standard of care
4. Ensure equipment, materials & learning environments are tidy, safe, hygienic & orderly
5. Maintain unit records and inventories as necessary
6. Administer medicines and carry out animal first aid and euthanasia as necessary
7. Maintain and improve the aesthetics of the unit including the grounds and lawn area
8. **General**
9. Participate in staff appraisals and undertake staff development as necessary
10. Maintain the highest standards of health and safety ensuring policies and procedures are adhered to and risk and COSHH assessments are applied as necessary
11. Maintain effective and professional working relations with all stakeholders
12. Provide cover for absent colleagues as necessary
13. Participate in college events for example competitions, information events, open days, awards ceremonies and meetings with employers

**HEREFORDSHIRE AND LUDLOW COLLEGE**

**SELECTION CRITERIA FOR ANIMAL UNIT ASSISTANT**

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| **KEY** | **SKILL/QUALITY** | **Essential** | **Desirable** | **METHOD OF ASSESSMENT** |
|  |  |  |  | **Application Form** | **Interview**  | **Test** |
| **What educational background is required?**eg GCSE/degree level etc | GCSE grade C or above in English Maths and Biology (or other relevant Level 2 qualifications at Merit or Distinction) |  |  |  |  | 🗹 |
| **What professional qualifications are required?** | Level 3 or higher advanced vocational Animal related |  |  |  |  |  |
| Dog grooming certificates |  |  |
|  | Pet First Aid |  |  |  |  |  |
| **Does the job require specialist knowledge or skills?** | Working with animals:Handling/Restraint SkillsHusbandry routines (providing feed, water and cleaning enclosures)Health checksGroomingAdministering medication |  |  |  | 🗹 |  |
| IT skills – Email, entering data |  |  |
| Knowledge of relevant Health & safety legislation (e.g. COSHH, RIDDOR and H&S at Work Act) |  |  |
| **What personal qualities are required?** | EnthusiasmInitiativeAdaptability and flexibilityInter-personal skillsAdministrative skillsTeam workingskillsCommunication skillsOrganisationalskillsAppreciation of ethical valuesEmpathy Problem solving skills |  |  |  |  |  |
| **Other duties:** (opportunities to obtain qualifications can be provided) | Occasional evening and cover work  |  |  |  |  |  |
| First aider  |  |  |
| Access to travel to Holme Lacy and to the local vet during your shift if required |  |  |  |  |  |
| Willingness to continue CPD |  |  |  |  |  |