

# Capel Manor College

## Animal Keeper

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Animal Keeper
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 3 Point 14
<b>Responsible to</b>	Head Animal Keeper
<b>Location</b>	Crystal Palace
<b>Contract</b>	Full-time/Permanent

### Key Responsibilities:

The key responsibility of the Animal Keeper is to adhere and implement the highest industry standards of animal husbandry and welfare. They will work safely, responsibly and efficiently around animals, within a team or independently. They will be responsible for observing the behaviour, health and security of animals and reporting any problems to line managers. They will support and implement animal training on a regular basis. They must organise the provision and availability of equipment, animals and facilities required for learning sessions. They will collaborate efficiently with teaching teams, learners, and the public. They will exhibit exceptional communication and demonstration skills to provide expert interactive sessions to the public at weekends and during events, either on site or in outreach. It is an essential element of the job role to carry out hands-on husbandry as needed, including over weekends and holidays, where required.

### Responsibilities:

1. Provide the day-to-day routine care of the College's animal stock to include cleaning out of accommodation and other relevant designated areas, provision of feed, water, bedding, nesting material, and daily health checks
2. Maintaining any animal-related records
3. Taking stock, including ordering of feeds and other resources
4. Administering treatments to animals and carrying out preventative care procedures as appropriate
5. Completing detailed records relating to routine animal care, reporting any abnormalities or problems to Line Manager as appropriate
6. Liaising with members of the teaching team or other departments to co-ordinate demonstration sessions
7. Ensuring ambitious standards of hygiene and cleanliness in all animal areas and associated storage and service areas
8. Disposing of all waste from the animal areas in a correct and approved manner
9. Exercising, training, and handling of animal stock as appropriate and required
10. Maintain general gardening duties within animal areas
11. Ensuring that all requirements and regulations relating to health and safety are always adhered to, including by learners and other staff members
12. Liaising internally with other staff as appropriate regarding animal activities and co-operating with them to maintain continuity of care during weekends and holidays
13. Supervising of students allocated to practical projects and providing of technical assistance and advice when required
14. Recruiting, training, and supervising volunteers for carrying out animal husbandry and ensuring animal welfare
15. Ensuring all policies, requirements and regulations relating to health and safety are always adhered to
16. Designing and running interactive education sessions with schools and groups during weekdays
17. Being flexible in supporting or carrying out animal operations in any collection of the College
18. Any other reasonable duties of a similar 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 3 qualification in Animal Management or a similar subject
- HND or Higher Education Degree in Animal Management, Animal Science, Zoology or similar is desirable

### **Experience**

- Proven practical experience of animal management for a range of animal taxa
- Experience of working with the public, demonstrating good principles of customer care
- Experience of working with learners in an educational environment

### **Skills, Abilities and Knowledge**

- A good understanding of education and conservation in the modern zoo/farm environment
- Excellent administrative skills
- The ability to communicate effectively orally and in writing
- Effective organisation skills
- Strong ability to work on own initiative and as part of a team
- To follow rotas and working routines carefully and conscientiously
- Be able to demonstrate initiative and a pro-active approach to completing tasks beneficial to the animal collection without supervision
- Hold the ability to demonstrate leadership and professionalism to the team and learners

### **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