



The Stubbington Ark



RSPCA Solent Branch
Registered Charity No. 205096

JOB DESCRIPTION

Job Title: Animal Care Assistant
Department/Region/Section: All sections
Location: The Stubbington Ark Animal Centre
Reports to: Lead Animal Care Assistant
Grade: Animal Care Assistant

1. Purpose of the job

The purpose of the job is to provide care/ welfare for all animals at the Centre inclusive of felines, miscellaneous, stock, small animals and wildlife.

To establish good relations with staff and members of the public and adhere to all current policies and procedures.

To support the aims of the RSPCA regarding rescue, rehabilitating and rehoming of animals.

To promote the welfare of the animals at all times.

2. Principal Accountabilities

- a) Clean, disinfect and maintain to a standard of cleanliness set by management; animal accommodation, isolation, and exercise areas; food preparation, treatment and destruction facilities, stores, staff facilities and outside areas. Ensure buildings/exercise areas are secure at all times.
- b) Successfully complete RSPCA Standard Procedures set by the RSPCA Licensing department.
- c) Prepare and provide food and water for all animals in the establishment.
- d) Attend to the needs of individual animals, including exercise, coat care/grooming, administration of first aid, treatments and medications as directed and to assist with the humane destruction of animals, including carcass disposal. Routine animal behaviour monitoring/assessment prior to rehoming.
- e) Carry out checks on animals, including inspection of eyes, ear, nose and throat for signs of infection or abnormality, reporting any abnormalities to line managers at the Centre.
- f) Assist with the inspection and or treatment of animals by a Veterinary Surgeon, or other authorised person at the Centre.
- g) Work closely with clients/customer/general public, face to face or via the telephone. Liaise with colleagues in other departments volunteers.

- h) Maintain/monitor daily animal records and general administrative duties of animal units. Using the current computerised animal database.
- i) Be familiar with documentation relating to acceptance and release of animals.
- j) Animal Care Assistants will familiarise themselves with the basic running of Reception and Shop in order to be able to cover in the event of staff shortages.
- k) With the Lead Animal Care Assistant, make decisions on the routine matching of animals to potential adopters as per the RSPCA rehoming guidelines.
- l) To undertake other duties as required.

3. **Whilst at work all staff are required to:**

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with the Society and all Branch policies and procedures including Health and Safety.

4. **Additional information**

- Post holders need to be aware that the role is physically challenging/demanding.
- Specific targets are agreed with the Line Managers and individual colleague.
- Work is assessed through regular one to one meetings and annual appraisals with the Line Manager.
- The above is subject to change, with prior notice should the needs of the Animal Centre change.

This job description is a statement of the job content agreed in May 2024. It should not be seen as precluding future changes.

Person Specification- Animal Care Assistant

| | Essential | Desirable |
|-------------------------------------|---|--|
| Education and Training | Animal Management Level 2 diploma or equivalent animal related qualification. Or kennel experience. | BSc Animal Management. |
| Experience | Experience of animal industry work. Experience of caring for a variety of animals. Knowledge and empathy with animal welfare issues. | Experience of care at an animal Centre/ similar working environment. Behaviour/ Training knowledge. |
| Special skills and Knowledge | Ability to work as part of a team. Skills in working with a variety of animals. Willingness to learn new skills in animal care and multiple animal care standards. Knowledge of the aims and policies of the RSPCA. | Experience of working in an animal care team. |
| Personal Qualities | Be prepared to work with cats, miscellaneous, stock, small animals and wildlife. Ability to remain calm under all circumstances. Supportive towards others Evidence of compassion towards animals. Positive outlook, enthusiastic, reliable, honest and a team player. Resilience to work in sometimes distressing and upsetting circumstances. Flexible approach to all aspects of work. Good communication skills for both colleagues and members of the public. | |
| Other Requirements | When necessary prepared to work additional hours. Be able to work weekends and bank holidays as required. Strength to cope with a physically and emotionally demanding job. | |

Job holder's signature: **Date:**

Line manager's signature: **Date:**