**Job Description**

**Main Job Parameters**

Job Title: Animal Care Assistant (Maternity Cover)

Department: Mrs Murray’s Cat and Dog Home

Accountable to: Assistant Manager

**Overview**

To maintain a high standard of hygiene and animal husbandry and a safe a caring environment to all animals in the care of the Home.

To assist in finding new and loving homes whilst providing excellent customer service to members of the public in what can be a challenging and emotive environment.

**Key tasks and responsibilities:**

* Ensure dogs and cats entering the Home are cared for to a high welfare standard and are appropriately assessed and cared for in a welfare friendly manner, liaising on rehoming decisions as appropriate.
* Look after the animals assigned to you to a high standard. Maintain their kennels/pens.
* Maintaining a high level of cleanliness in all areas – scrubbing kennels, disinfecting, Cleaning and disinfecting of exercise areas
* Handling of animals, interacting with them, providing enrichment activities – making sure they are kept stimulated during their stay.
* Administering any medicines as advised by the vet and ensuring animals are kept clean – bathing and grooming coats where necessary
* Feeding, laundry, assisting other members of staff with their duties
* Dealing with public
* Liaising with veterinary practice/transporting pets to and from
* conscientious of the animal’s welfare at all times,
* Report broken or missing fixtures and fixings and advise the Line Manager accordingly
* Support fundraising and awareness activities
* Dealing with the interaction between the general public and the Home
* Liaising with colleagues
* Ensuring that, at all times, Mrs Murray’s Cat & Dog Home is seen as professional, caring and informative about animal rescue and the care of
* Efficient recording of all administrative records relating to each animal in our care

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* Communicating with all members of staff to help in the rehoming of animals

**Rota/hours**

Normal working hours shall be an average of 37.5 hours a week on a shift system basis. Usually working 10 days out of 14 on a six-weekly rota. By way of example only, the rota might be as follows for a six-week period

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| --- | --- |
| Week One | 8:00 am to 4:30 pm Monday to Friday (inclusive) |
| Week Two | 8:00 am to 4:30 pm during four days in the period Monday to Friday inclusive, plus on Saturday. |
| Week Three | 8:00 am to 4:30 pm Monday to Friday (inclusive) |
| Week Four | 8:00 am to 4:30 pm during four days in the period Monday to Friday inclusive, plus on Saturday. |
| Week Five | 8:00 am to 4:30 pm Monday to Friday (inclusive) |
| Week Six | 8:00 am to 4:30 pm Monday to Sunday (inclusive), with two days off in the period Monday to Friday (usually Monday and Friday). |

Cover one night a week on-call on the premises of the Home.

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|  | Essential | Desirable |
| Education & Qualifications | Good standard of education | HND or equivalent in Animal Care  Canine Training and or Behaviour qualification |
| Experience & Job Knowledge | Practical experience in similar environment  Working with general public | Animal husbandry related experience |
| Job related skills | Excellent communication and customer care |  |
| Personal | Commitment to animal welfare Reliable  Flexible Work well within a Team and also on own  Steady manner Able to act professionally |  |
| Additional criteria | Full driving licence |  |

**Job Context**

* Work is carried out within the general guidelines and relevant Home policies and procedures
* Post holders need to be aware that the role is physically challenging/demanding

Job Type: Temporary – full time

Contract length: 15months

Post holders need to be aware that promotion or department transfers should not be applied for until probation period and training is completed successfully

This job description is a statement of the Job content as of September 2025. It should not be seen as precluding future changes.