

Leicester & Leicestershire Animal Aid Assoc
EMPLOYMENT VACANCY
Cattery Assistant

We have an exciting and rewarding opportunity in direct animal care for a permanent Cattery Assistant at our rescue and rehoming centre in Huncote, Leicestershire.

Cattery Assistant duties in brief:

- Maintaining a high level of cleanliness and hygiene in all areas and according to current cleaning and hygiene procedures
- Observing animals in care; daily health checking and reporting any sign of injury or illness immediately to the Cattery Supervisor or the Kennel & Cattery Manager in their absence
- Greeting visitors to the Cattery and helping with any enquiries about cats in our care
- Assist the Cattery Supervisor (and ultimately the Kennel & Cattery manager) to find suitable new homes for the cats
- Assist with the supervision of work experience students as and when required
- Work alongside and support the cattery volunteers as directed by the Cattery Supervisor and supervise the volunteer team during the Cattery Supervisor's absence
- Maintain and ensure an-up-to date and accurate handover diary daily
- Daily updating of information; food boards, vet boards, med sheets etc in the absence of or at the request of the Cattery Supervisor
- To complete homing paperwork and associated procedures at the request of and in the absence of the Cattery Supervisor
- To complete Intake paperwork and associated procedures at the request of or in the absence of the absence of the Cattery Supervisor
- To update cat assessment records during the absence of the Cattery Supervisor
- To follow behavioural management or training programmes as designed and implemented by the Cattery Supervisor
- Assist with implementing enrichment initiatives for the cats, making effective use of toys, food and environmental enrichment to help manage and prevent stress within the cattery
- To record and update any associated records for medical information/veterinary visits in the absence of the Cattery Supervisor
- Assist with the grooming of the cats
- To assist with handling of cats for veterinary consults and for the purpose of health checks, microchipping, administering medication etc as and when required
- Attend to the feeding and medication of cats and the keeping of associated records. Staff will be trained in providing medication.
- Assist the Cattery Supervisor in ensuring adequate stocks of food, medication, household and first aid items are available
- Observing Health & Safety Regulations for animals, staff, volunteers and visitors and adhere to fire safety procedures
- Be proactive and confident dealing with retail sales to members of the public and potential adopters
- To assist in keeping the enrichment play areas clean and neat and tidy
- To assist with cattery laundry requirements
- To transport animals to veterinary practice using the LAA vans (must be over the age of 25 year for insurance purposes). Alternatively own vehicle can be used

Hours and days of work:

Working a 4-week rolling rota.

The average number of days each week is 4.5 which equates to 33.25 average weekly hours

Reporting structure:

The Receptionist will report directly to the Cattery Supervisor and ultimately to the Kennel & Cattery Manager.

Attributes, skills and experience:

- Relevant knowledge and/or experience of animal health, behaviour & welfare for cats and ideally in a professional setting (ie rescue organisation or commercial boarding)
- Hold a relevant animal care qualification (or willing to work towards one)
- Be able to approach difficult situations with professionalism, empathy and sensitivity
- An ability to work well under pressure
- Good time management skills
- Exceptional communication and customer service skills
- Good levels of numeracy and literacy
- The ability to work both independently and as part of a team
- An understanding of working with both staff and volunteers

Essential:

- The Cattery Assistant must have a driving licence and their own vehicle as Leicester Animal Aid is not on a public transport route
- Be willing to undertake any training courses as directed by the Kennel & Cattery Manager to further skills and knowledge
- The Cattery Assistant may be required (with adequate notice) to cover holiday absence for the Cattery Supervisor and associated duties/responsibilities at the request of the Kennel & Cattery Manager

Please apply in writing by providing a covering letter and current Curriculum Vitae. By post to Keely Furborough, General Manager, by email to keely.short@leicesteranimalaid.org.uk or hand deliver to the Centre. Closing date for applications is Friday 8th July 2022.

Dated 13th June 2022.