

**Leicester & Leicestershire Animal Aid Assoc**  
**EMPLOYMENT VACANCY**  
**Temporary Cattery Assistant – October 2024**



We have a temporary (maternity cover) position until April 2025 for a Cattery Assistant, working alongside our Cattery Supervisor and supported by our Kennel & Cattery Manager at our rescue and rehoming centre in Huncote, Leicestershire.

Hours and days of work:

Working a 4-week rolling rota

The average number of days each week is 4.5 which equates to 33.75 average weekly hours

**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

**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)  
Desirable but not essential to hold a relevant animal care qualification
- 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
- 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

## Reporting structure:

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

Please apply in writing to the General Manager by post or email

[keely.short@leicesteranimalaid.org.uk](mailto:keely.short@leicesteranimalaid.org.uk)