

Kennel Assistant

District/Department	Operational Support Unit – Dog Training School	Rank/Grade	Band B
----------------------------	--	-------------------	--------

Role purpose:	To be responsible for the daily care, hygiene and welfare of all dogs kennelled at Dog Training School.
----------------------	---

Key Accountabilities:

Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.

Ensure the welfare of kennelled dogs, by updating the daily information board and electronic diaries, and by providing the appropriate exercise, grooming, diet, veterinary referral and prescribed medication.

Provide a clean and hygienic environment for kennelled dogs within the Dog Section by maintaining regular routine of inspection and cleaning of kennels, vet room, food prep area, exercise areas and vehicles as designated.

Support Dog Handlers, Carers and Dog Trainers by ensuring dogs, dog food and kennels are transported to designated location, including taking dogs to vets/rehab.

Ensure that stocks of foodstuffs, medication, general equipment and cleaning materials, are maintained through accurate stock recording and ordering.

Give instruction on kennel hygiene and the safe handling of police dogs within kennel environment.

Ensure the accurate of the recording of veterinary and dog maintenance records.

Provide the first point of contact with visitors and outside agencies in person and via telephone.

Any other duties commensurate with the role.

Competencies/behaviours

*Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency https://profdev.college.police.uk/competency-values/	CVF Level Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1

Core values for ALL employees:

Integrity
Impartiality

Public Service
Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each*

Essential:

Experience of working with animals

Physically capable of maintaining kennels and surrounding areas

Able to work shift patterns throughout the whole week

Able to pass Police Driving Assessment

Hold a full UK driving licence (car)

Desirable:

Previous experience of working with dogs

Hold or be willing to work towards a kennel management qualification.
