



**Dates you are looking to apply for -**

**Duration of Placement -**

**Job specification for Work Experience students**

All our work experience students are given the title of Zoo Work Experience. They are responsible for assisting our keepers with all their daily duties. They assist with general animal husbandry, food preparation, general enclosure and site maintenance (including picking up litter, sweeping, washing windows etc). They also occasionally assist keepers with public events, animal handling and health checks. We aim to give students a fair representation of a zookeeper’s job.

Work experience students usually work Monday - Friday 8am - 4pm. They are entitled to two breaks a day; a 30-minute breakfast break, and a 30-minute lunch break (times will vary depending on animal needs that day and what section they are working on).

When applying, upon receiving your application form via email, we will aim to reply to you within 7 days with regards to availability. Please ensure you have sent across the dates you are looking for and the duration of the placement to ensure a smooth application process. If you have not heard anything after 7 days, please email us again. Placements can only be offered after applicants have attended a successful interview, as well as a potential trial day for those applying for long term placements (over 1 month duration). Students report directly to our Work Experience team including Jenny Bartlett our work experience co-ordinator.

**Before applying please note the following:**

* Each student is expected to participate fully in all aspects of animal care, the majority of which is cleaning animal enclosures (mostly outside) but may also include preparing and dispensing feeds as well as maintaining a healthy environment for all of the animals. Work experience here at Paradise Wildlife Park is not an opportunity to feed and cuddle animals for the duration of your placement. You will be expected to assist with all aspects of animal husbandry (cleaning, enclosure maintenance, preparing feeds). 95% of our work is outside; this could mean working in adverse weather conditions.
* We are unable to allocate students to a specific animal section to look after as they are expected to assist in the park wherever they are needed. Students are not permitted to work with the carnivores.
* There is no public transport close to the park (Broxbourne train station is approximately 3 miles away) and the nearest shops are about 3 miles away. It is also worth noting that White Stubbs Lane is a country lane and is unlit with no pavement for most of the road, so you will need to either drive, arrange a lift/taxi to get in and out each day with the expense being covered by yourself.
* Work experience students under the age of 18 are not permitted to smoke on site. Those over eighteen years are only allowed to smoke on their break times and in the designated smoking area {this will be shown to you on your induction}.
* No facial piercings are allowed so will need to be removed before your placement each day or can be covered with a skin-coloured plaster e.g., nose, brow piercings etc.
* Paradise Wildlife Park in Broxbourne, Herts, is one of the only zoos in the UK which offers hands - on work experience with exotic animals. This is a real opportunity to learn all about working with animals. Work experience placements for students of 14 years and over are available from one week to one-year subject to availability. Places are highly competitive and so it is advisable to apply as far in advance as possible, we take applications from September each year for the following year. We offer a maximum of 3/4 placements per week, we work on a first come first serve basis with applicants required to complete an interview with us. Placements will only be confirmed/offered after a successful interview.

**Information for work experience students and teachers.**

Although the following information will be explained to you if you are invited for an interview, we feel it is vital that you are also well informed of the role you will play within our organisation during the time you are with us.

**FAQs**

**What hours will you be working?**

Work experience students usually work 8am – 4pm each day of their placement this could be Monday-Friday or 1 day a week for an allotted number of weeks depending on the placement offered. They are entitled to two breaks a day comprising of a 30-minute breakfast break and a 30-minute lunch break.

**What should I wear? Do you provide uniform?**

Unfortunately, we are unable to provide uniform. We ask students to wear comfortable and sensible clothing which they do not mind getting dirty. Vest tops, shorts above the knee or leggings are not permitted. It is a good idea to bring a sweat shirt and a waterproof coat with them in colder months. Boots or wellington boots are also required. All clothing should be in dark colours and with no logos on them, a successful applicant will also be sent across our handbook with more detail on clothing.

**What will I be doing on work experience?**

Work experience students are given the title of Zoo Work Experience. They are responsible for assisting our keepers with all their daily duties. This will predominantly be general animal husbandry (cleaning out animals etc) and general enclosure and site maintenance (including picking up litter, sweeping, washing windows etc), but may also include, food preparation, assisting keepers with public events, animal handling and health checks. We aim to give students a fair representation of a zookeeper’s job. We will also aim to explain why we do each job and relate its importance to the successful running of a zoo. It is important for our students to remember they are here to learn, and not just have a fun day out. As we are sure you will realise, work experience students are not trained zookeepers and are therefore sometimes limited to which tasks they can undertake.

**Which animals will I work with?**

Work experience students are assigned to a section per week of their placement with us to ensure they learn as much as possible, please bear in mind students are not allowed to pick which section they will be working on and are assigned according to where we require their assistance most. The sections include Paddocks/Farmyard, Small Mammals/Primates and LVI with occasional help on our Bird section, please note work experience do not assist on our large carnivore section.

**Should I bring a packed lunch or money for food?**

It is entirely up to personal choice. Students have use of our staff room and packed lunches may be stored in the fridges (if required). Toasters, kettles, and microwaves are also available for use within the staff room. Students will receive staff discount in food outlets during their time with us providing they are wearing their name badges (issued to them on their first day).

**What tips can you provide to make sure I get the most out of my experience?**

We hope every student will make the most of their time with us. Having the correct approach and attitude to tasks given is crucial to this. In the rare instance that a problem may arise, we would prefer if you came and spoke directly to us, so that the matter can be discussed and resolved quickly and effectively. The best way for students to get the most out of their time with us is to engage with the keepers as much as possible, ask questions no matter what they are as we are all here to assist the students with their learning.

**Is there any chance of a part time job if I enjoy my time with you?**

Unfortunately, not, zoo keeping positions are very highly sought after, with many of our keepers spending years at colleges and university. We do take on volunteers, but only if they are aged 18 or over. The work experience team will also be happy to provide advice on animal related courses and career options.

**Can I get a reference after my placement with you?**

We will happily provide a reference via email at the end of your placement. Please note references must be asked for at the induction, there is a check box to tick to ensure you receive a reference. References requested after the placement has finished will not be allocated.

**Are you insured?**

Yes, we have full and up to date public liability and employer’s liability insurance, available to view on request.

**Code of conduct**

Please note that we will aim to treat students as we would new employees and therefore will talk to them regarding any problems that may occur and try to work together to overcome the issue. If the student continues to breach the code of conduct, your parents/school/college will be contacted and you may be asked to leave immediately, and your work experience placement will be terminated. In this instance, an incident report will be produced, and a copy will be issued to your parents and your school/college.

**Who do we contact if there is a problem?**

Please contact either Jenny Bartlett, or Amy Heffernan via Email: workexperience@pwpark.com or in an emergency by phone on 01992 470490 and asking to speak to one of the work experience team.

All absences must be reported by 8:30am. Please note that it is not possible for us to put students on specific sections on request and refusal often offends.

**Designated Safeguarding Officers:**

Lynn Whitnall, Director (Contact 07769894174/01992470490 x232 or email lynn@pwpark.com)

Lisa Pressland, Human Resources (Contact 01992476570 or email hr@pwpark.com)

Chris Eley, Education (Contact 01992470570 or email education@pwpark.com)