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| Surname            | <input type="text"/> |
| Forename           | <input type="text"/> |
| Address            | <input type="text"/> |
| Postcode           | <input type="text"/> |
| Telephone Number   | <input type="text"/> |
| Email              | <input type="text"/> |
| Date of Birth      | <input type="text"/> |
| Dates required     | <input type="text"/> |
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| Place of study     | <input type="text"/> |
| Tutor's Name       | <input type="text"/> |
| Tutor's Tel Number | <input type="text"/> |

## Job specification for Work Experience students

Work experience students are given the title of Zoo Keeping Assistant. 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 around 10am, and a 30 minute lunch break usually around 1pm.

Upon receiving your application form, we will aim to reply to you within 7 days with regards to availability. Please contact us if you have not heard anything after this period. Placements (where offered) are provisional subject to interview, and remain unconfirmed until this interview has taken place. Students report directly to Kayleigh Short our Work Experience Co-ordinator.

## Before submitting an application please note the following:

- ① 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.



- ② We are unable to allocate students with a specific animal 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 or primates.
- ③ 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. Our minibus is available to pick up from Broxbourne station at 8am and 9am.
- ④ Work experience students under the age of 18 are not permitted to smoke on site.
- ⑤ 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 offer a maximum of five placements per week, including two placements for 14 - 16 year olds (schools), and four placements for 16 + years (colleges and universities). In addition, we may take on two long term work experience placements (two months and over). Placements (when offered) are only available subject to a successful interview.

## Information for parents, teachers and guardians

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

### FAQs

#### What hours will they work?

Work experience students usually work Monday - Friday 8am - 4pm (negotiable). They are entitled to two breaks a day comprising of a 30 minute breakfast break around 10am and a 30 minute lunch break usually around 1pm. A courtesy minibus runs from the stations at 8am and 9am each morning. If the minibus service is required please contact:

**01992 470 490**

#### What should they 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 or shorts above the knee 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 advisable, although trainers or similar footwear are acceptable.

#### What will my child be doing?

Work experience students are given the title of Zoo Keeping Assistant. 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 they work with?

Work experience students are permitted to work on the farmyard and show animals section, paddocks (large hoof stock) section, small mammals and bird sections. However, please note that it may not always be possible for them to cover all of the sections during their placement.



### **Should they 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 they get the most out of their 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 they came and spoke directly to us, so that the matter can be discussed and resolved quickly and effectively.

### **Is there any chance of a part time job if my child enjoys his/her 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 my child have a reference after placement with you?**

We will happily provide a reference via email if requested, but if you require a reference on headed paper, please send in a stamped addressed envelope.

### **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, you will be contacted and asked to collect your child immediately, and their work experience placement will be terminated. In this instance, an incident report will be produced and a copy will be issued to yourselves and your child's school.

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

Please call either Kayleigh Short or Claire Bacon  
Contact no. **01992 470 490**  
Email: **workexperience@pwpark.com**

All absences must be reported by 8:30am.

Please note that it is not possible for us put students on specific sections on request and refusal often offends.

Our Child Protection officer is Lynn Whitnall.

Contact Lynn Whitnall

(Director)

Email: **lynn@pwpark.com**

