

Equine Groom

THE COLLEGE EQUESTRIAN CENTRE

The Centre directly supports all full and part-time Equestrian courses. The complex, under the daily management of the Yard Manager consists of:

- ❖ 52 purpose built stables in 2 modern yards
- ❖ Tackrooms, feed stores and office
- ❖ Shoeing and Clipping box
- ❖ A Floodlit 60m x 40m and 60m X 30m all weather sand surface ménages
- ❖ Indoor Riding School with under surface irrigation, floodlighting, viewing gallery and judges box
- ❖ 4km of grass rides around the Estate with associated cross country jumps
- ❖ Practical boxes and Lecture rooms
- ❖ Horse Walker and Round Pen
- ❖ BE Courses to Novice Level

These facilities form the focus for teaching practical skills and are primarily utilised for that purpose. Riding Clubs, Pony Clubs and other equestrian groups and societies are encouraged to use the facilities at weekends and out of term time organised by the Event Coordinator, a member of the Equestrian Team. Event Management is becoming an increasing feature of the work of the Programme Area.

All Equestrian Programmes include scientific bases involving laboratory work, studies into anatomy and physiology, as well as units focused towards high levels of stable management and horse husbandry.

This is an exciting opportunity for a suitably experienced and qualified person to further develop their career, in an educational setting supported by an excellent range of facilities. The successful applicant must have good communication skills, will be required to work as part of a team, and additionally be able to work on their own initiative. The person appointed must enjoy working with students of all ages and abilities. The College is an equal opportunities employer and operates a Staff Development Programme which includes initial teacher training, and support for individuals to develop their professional skills.

JOB DESCRIPTION

Job title	Equine Groom
Responsible to	Equine Yard Manager

Job Role

Key purpose:
<p>To assist with the daily running of the College Equestrian Centre and associated areas as directed by the Yard Manager and Yard Technicians.</p> <p>To help care for individual horses as required.</p> <p>To assist as appropriate in the supervision of students on duty rota for work experience.</p> <p>To undertake duties including preparation of materials and equipment for events and supporting daily delivery of the curriculum under the direction of the Yard Manager.</p>

Specific Duties

Specific responsibilities include but are not limited to:	
1	To help students and others working at the Equestrian Centre including weekend, evening and holiday duties and Open and Event Days.
2	To maintain safe working practices and conditions with reference to College's Health and Safety and BHS regulations.
3	To undertake the normal range of routine tasks associated with the care, welfare and exercise of horses in the stable and on grass.
4	To help ensure the correct and effective use of all resources including horses, buildings, yards, grazing, riding and exercise areas, tack and equipment as directed by the Yard Manager.
5	To help maintain all riding surfaces and ensure 'rides' are kept in a safe and sound condition.
6	To help ensure that all horses are kept in good health and condition and fit for work, including the need for farrier or veterinary attention as appropriate.
7	To maintain standards laid down for the operation of the Centre, including discipline, health, cleanliness and tidiness and animal welfare.
8	To assist with "Riding for the Disabled" or Special Needs groups that visit the College from time to time.

9	To maintain appropriate records for the Centre as directed by the Yard Manager.
10	To report maintenance and repair needs to the Yard Manager and undertake repairs to yard, grazing and exercise areas, including routine maintenance to buildings, fences, etc.
11	Assist with affiliated and unaffiliated events held at the Equestrian Centre.
12	To drive College vehicles and tractors etc as integral to overall duties.
13	To assist in the promotion of Equestrian Programme activities participating in events, meetings, demonstrations, shows, etc that may be held from time to time.
14	To conduct one late night lock up of the yard (day to be confirmed)

Common Responsibilities

In addition to the specific tasks which distinguish one job from another, and the terms and conditions in contracts of employment, all staff have common responsibilities which are also integral to their terms of employment. These are as follows:

1	To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.
2	To maintain a focus on your duty of care responsibilities, particularly in relation to students under the age of 18.
3	To encourage students to respect others and value their individuality.
4	To safeguard the reputation of the College and promote College achievements.
5	To encourage students and visitors to take a pride in their environment and treat it with respect.
6	To protect confidential information about, or in the possession of, the College.
7	To promote diversity and inclusion in the conduct of your work.
8	To undertake training and personal development as required to fulfil your responsibilities and develop your potential.
9	To follow and promote all statutory regulations and College standing instructions, policies and procedures including regulations for students, security and emergency procedures.

10	To maintain and encourage others to follow College policies on Health and Safety.
11	To maintain high standards of welfare of animals at all times and encourage the same in others.
12	To keep informed of new developments in your own field and act as a mentor for colleagues as appropriate.
13	To maintain at all times, good professional relations with colleagues, students and the public.
14	To dress appropriately to maintain standards in personal presentation, tidiness and safety.
15	To keep physical assets belonging to the College in good order and free from damage and misuse and report maintenance and repair promptly.
16	To use College resources in as efficient a way as possible, minimising waste and protecting them from theft or loss without incurring undue personal risk.
17	To observe College policies and practices for the protection and enhancement of the environment, and be aware of and comply with the environmental legislation relating to all aspects of the College's resource and property management.
18	To take personal responsibility for acting professionally and competently when serving as a college representative internally or externally on a committee or at an event.

Safeguarding Children & Vulnerable Adults

1	To ensure that you read and understand College regulations and policies described within the staff handbook.
2	<p>You are required to share the commitment to keep all students safe whilst in College, with a specific focus on those under 18 years old and all vulnerable adults, by contributing to:</p> <ul style="list-style-type: none"> • The provision of a safe environment for students to learn in the education setting. • Identifying students who are suffering or likely to suffer significant harm, taking appropriate action with the aim of making sure they are kept safe in the education setting in line with College policy and procedures. • Undertaking responsibilities towards learners and younger client groups with regards to 'Duty of Care', Every Child Matters and College Safeguarding responsibilities.

Notes

1	This job description is current as at the date shown below. In consultation with you, it is liable to variation to reflect changes in the job.
2	In addition to the above, you may be required to undertake such other duties as the Principal or Vice Principals may require and as may be reasonably commensurate with your grade including weekend and evening working.
3	You will be expected to participate in development reviews and undertake personal development and training which may be of benefit to you and the College. You may also be required to undergo Emergency First Aid Training and undertake the duties of a College First Aider.
4	You may be required to hold a current driving licence and to drive College vehicles as appropriate towards supporting the responsibilities.
5	All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors etc. in the workplace, in accordance with legislation and the College's Safety Policy.

Declaration

I acknowledge receipt of this Job Description and accept the responsibilities as detailed in my role as Equine Groom.	
Signed	
Name	
Date	

Person Specification

		Essential	Evidence		Desirable	Evidence
Education				A	Equine Qualification, or a willingness to gain	Application/ Interview
				B	BHS Stages 1 & 2, or a willingness to gain	Application/ Interview
Professional Development	1	Evidence of ongoing professional development	Application/ Interview			
Experience	2	Experience of working with horses	Application/ Interview			
Skills / Aptitudes	3	Ability to work as part of a team	Application/ Interview	C	Ability to ride a variety of horses	Application/ Interview
	4	Good time management skills or the potential to develop	Application/ Interview			
	5	Excellent communication skills	Application/ Interview			
	6	Enthusiasm, commitment and dedication to your work	Application/ Interview			
	7	Able to work on own initiative	Application/ Interview			
Other	8	Demonstrate a strong commitment to Equality and Diversity	Application/ Interview	D	General awareness of cultural diversity	Application/ Interview
	9	An understanding of the needs and challenges of teaching a range of students	Application/ Interview	E	Driving licence and/or access to personal transport (due to College location)	Appointment
	10	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview	F	Willingness to operate College vehicles	Application/ Interview
	11	Commitment to College policies	Application/ Interview			

	12	DBS Check acceptable to College will be undertaken for successful applicant	Appointment		
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