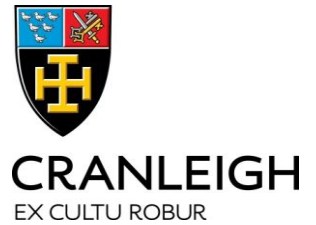


## JOB DESCRIPTION

**GROOM**  
**Full-time**



### Overall Purpose of the Job:

To work within a team of Groom and Instructors in the delivery of a quality riding facility for the school and wider community. The post holder will be responsible to the Equestrian Centre Lead and Yard Manager for carrying out all aspects of stable management.

### Hours:

This is a full-time role and usual hours worked will be 42.5 hours per week on a rota basis throughout the year plus half an hour unpaid lunch per day. This will involve a five day working week to include a weekend day. There is a need to be flexible about hours especially during peak periods and on occasions you may be required to work extra hours to fulfil your duties and responsibilities below.

### Main Duties and Responsibilities:

1. Care and management of all livestock and equipment during your working hours.
2. Cleaning stables and yard including tack room, feed room and barn.
3. Grooming horses.
4. Preparing stables for horses.
5. Preparing horses & tack for riders.
6. Preparing feed and water.
7. Ensuring that all fields are kept clear of droppings and poisonous plants.
8. Helping assist the vet and farrier when necessary and carrying out any prescribed treatments and bandaging.
9. Assist with booking clients for lessons and taking money for lessons.
10. To comply with the School's Health and Safety Policy and procedures.
11. To assist with clipping (if appropriate) and tidying horses for competition days.
12. To assist with working (riding and/or lunging) horses and ponies when required.
13. Carrying out minor repairs and improvements to equipment i.e. painting jumps etc
14. Assisting with internal camps or Pony Club days when necessary.
15. Report any concerns in relation to the facilities of the Equestrian Centre to the Equestrian Centre Lead or Facilities Manager.
16. Report any concerns regarding the welfare of the horses to a Yard Manager.
17. Any other reasonable duties as requested.
18. Assisting with competitions when required.
19. Attend meetings when required.
20. To be aware of and abide by the School's Data Protection Policy.

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude towards these duties which may, after discussion, have to be varied subject to the needs of the facility and in keeping with the general profile of the job.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.**

