

GROOM – JOB DESCRIPTION

Reports to the Yard Manager and Assistant Yard Manager

The Groom will support the Yard Manager, Assistant Yard Manager and STE team in the smooth and efficient running of St Teresa's Equestrian.

Duties and responsibilities

- Assist in the daily care and well-being of all the horses and ponies, including routine treatments/first aid and exercise.
- Assist in ensuring that horses and ponies are ready for lessons on time, appropriately turned out and are cared for satisfactorily afterwards.
- Assist the instructors in guiding the pupils and clients to achieve high standards in all aspects of their work.
- Assist with maintaining yard records as appropriate.
- Assist with general yard tidiness and cleanliness to ensure a healthy and safe working environment for all.
- Assist with daily feed checks, general pasture management and the process of turning out and catching in a range of horses and ponies.
- Assist with ensuring that any equipment needed for teaching is clean, in good repair, returned promptly and cared for.
- Assist with ensuring that safe practice is adhered to and that health and safety standards are met at all times by all staff and any visitors to the yard. Complete appropriate accident report forms when necessary.
- Assist with teaching duties where necessary i.e. leading lead rein riders and assisting with larger group of riders.
- Assist with open days, shows and events where necessary.
- Help prepare and set up for teaching activities, clubs, camps and competitions.
- Maintain standards as set by the Equestrian Centre Manager and Yard Manager, in all aspects of appearance, yard management and behaviour.
- Carry out evening and weekend shifts and cover staff absence where necessary.
- Demonstrate professionalism in all aspects of work, combining work and learning with fun and safety.
- Any other duties commensurate with the role and pay grade at the discretion of the Yard Manager.

Person Specification

	<u>Essential</u>	<u>Desirable</u>
Qualifications	<ul style="list-style-type: none"> • Good verbal/written English. • UK Driving License 	<ul style="list-style-type: none"> • Current First Aid Certificate • Child Protection Training • Riding and Road Safety Certificate • BHS Stage 1+/Pony Club C Test+
Skills & Experience	<ul style="list-style-type: none"> • Experience of carrying out yard duties to an exceptionally high standard. • Experience of riding, jumping and hacking a variety of types and sizes of horse and pony. • Ability to communicate in a professional manner. • Have good communication skills and be able to work within a small team. • Ability to confidently handle a range of horses and ponies from the ground. • Ability to maintain general turnout of horses, to include grooming. • Maintain pupil/client confidentiality at all times. 	<ul style="list-style-type: none"> • Willingness to work towards further qualifications. • Experience of working with livery owners/horses. • Experience of routine/emergency first aid treatments. • Ability to work a range of horses and ponies from the ground on the lunge. • Ability to maintain general turnout of horses, to include clipping, trimming, pulling and plaiting. • Experience of working with competition horses and achieving competition turnout standards.
Personal Qualities	<ul style="list-style-type: none"> • Good sense of humour and a positive "can do" attitude are essential! • Maintain a professional approach at all times with particular reference to personal attire, behaviour, timekeeping and standards. • Be able to reflect and improve on performance of self and others in order to continually drive St Teresa's Equestrian forwards. • Be willing to contribute ideas and take on responsibilities as they arise. • Be open to change and able to adapt to different situations. • Have a good eye for detail. 	

Remuneration

Generous benefits package and 25 days annual leave plus 8 days statutory bank holidays equivalent.

Packages includes –

- On the job training/CPD from experienced Centre Manager and teaching staff, as well as external trainers, in all aspects of horse care/ride/lunge/long reining, management and teaching.
- 2 days of paid off site CPD per year.
- Opportunity to study for further qualifications.
- First Aid training and Child Protection/Safeguarding paid for/provided.
- Financial assistance towards BHS exams.
- An excellent pension scheme.
- Free school lunches in term time.