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| **Yard Assistant** |

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| **Reporting To:** | Equine Yard Manager and Head of Department |
| **Working Hours:** | Full time  |
| **Salary:** | £14,645 to £17,302 |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

The Equine Yard Assistant reports to the Equine Yard Manager. The job holder will ensure the smooth running of the day-to-day activities associated with the equestrian facilities. Providing a first point of contact for students and thus required to demonstrate, promote and coach to the highest industry standards, acting as an exemplar of equine professionalism.

**Duties and Responsibilities of the Job**

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| * Undertake daily routine horse care (grooming, mucking out, clipping and trimming, tack cleaning) on the unit, promoting high standards of welfare and acting as an exemplar to students. The role will include weekend, early and late starts and finishes on rota basis.
* Supervise the routine duties of students ensuring that students carry out safe practice at all times and work to develop high industry standards in their skills.
* Provide and organise sufficient horses and equipment to meet the daily requirements of student groups under instruction.
* Actively (on a daily basis) school, work and ride all horses on the equine yard, to include the heavy horses (driving and riding), to ensure a good level of working horse which are safe for the students.
* Supervise and coach students in carrying out the correct procedures for safe and efficient horse husbandry practices on the yard.
* Promptly treat any minor wounds/ injuries of horses on the unit, making clear and thorough records of treatments, concerns and routines in order to promote high standards of welfare.
* Assist the Yard Manager in completing and the grading of student routine log books.
* Carry out maintenance tasks to the equine facilities as required including (but not limited to): turnout field, electric fencing, cross country jumps, show jumps, repair to equipment (forks, brooms, barrows and specialist equipment).
* Daily harrowing of the riding arena surfaces to maintain the surfaces to a high standard and provide a safe riding surface.
* To assist in the development of the shire horse programme at Plumpton College through the showing and driving of the shire horses, teaching on short courses specific to the heavy horse.
* Deputise for the Equine Yard Manager undertaking appropriate activities to ensure the continued, smooth running of the unit when required.
* Adhere, promote and enforce the College Safety Policy and the Equine unit health and safety rules, ensuring that appropriate safety standards are maintained during all equine activities and equine areas.
* Participate in public events run by the department, co-ordinating activities, interfacing with the public and generally marketing/promotional activities on behalf of the College, as required.
* Adhere to the College’s Quality Assurance systems.
* Actively participate in an annual appraisal to achieve targets set regarding the gaining of BHS qualifications, undertaking any staff development appropriate to the needs of the College and that identified by the appraiser.
* Undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by the Yard Manager, Head of Department (Equine), Senior Management Team or Principal.
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**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

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| **Essential criteria for the post** |
| Minimum qualification of BHSAI or equivalent |
| Able to inspire and motivate our students and to make a significant contribution to our successful vocational programmes |
| Organised and able to work to very high standards. |
| Excellent interpersonal skills |

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| **Desirable criteria** |
| Experience of working on a yard |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. The role will include weekend, early and late starts and finishes on rota basis. This is an all year round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.