



Equine Yard Assistant

Reporting To:	Equine Yard Manager and Head of Department
Working Hours:	0.8 FTE
Salary:	£20 319
Position Code:	PC S1
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 external users. Working with the existing Equine Yard Assistant you will be involved in organising daily routines for students to ensure the effective day to day running of the Equestrian Centre and Equine Events

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 training, and support for individuals to develop their skills.

The ideal candidate will be able to work well as part of a team demonstrating excellent communication skills, as well as being able to work on their own initiative. A broad knowledge of the equine industry and evidence of working with young people would be an advantage. Although teaching is not part of the job role, a BHS qualifications would be desirable alongside an interest in equine events.

Duties and Responsibilities of the Job

<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Supervise the routine duties of students ensuring that students carry out safe practice at all times and work to develop high industry standards.
<ul style="list-style-type: none"> Provide and organise sufficient horses and equipment to meet the daily requirements of groups under instruction.
<ul style="list-style-type: none"> Maintain and keep up-to-date horse records and appropriate documentation associated with all horses on the yard (health records, farrier, vet, horse risk assessments, contracts, tack inventories)

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<ul style="list-style-type: none">• Ride and train all horses stabled at the College for use in lessons to ensure a good level of schooling from all horses, in order to maintain horse welfare and reduce risks to students in sessions
<ul style="list-style-type: none">• Supervise and coach students in carrying out the correct procedures for safe and efficient horse husbandry practices on the yard.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• 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).
<ul style="list-style-type: none">• Daily harrowing of the riding arena surfaces to maintain them to a high standard and provide a safe riding surface
<ul style="list-style-type: none">• Deputise for the Assistant Yard Manager in their absence, undertaking and supervising appropriate activities to ensure the continued, smooth running of the unit when required as well as the ability to work independently and without supervision.
<ul style="list-style-type: none">• Adhere, promote and enforce the College and Equine unit Health & Safety Policies, ensuring that appropriate safety standards are maintained during all equine activities and equine areas.
<ul style="list-style-type: none">• Participate in public events run by the department and wider college, co-ordinating activities, interfacing with the public and generally marketing/promotional activities on behalf of the College, as required.
<ul style="list-style-type: none">• Adhere to the College's Quality Assurance systems.
<ul style="list-style-type: none">• Actively participate in annual appraisal process to achieve targets set regarding the gaining of BHS qualifications, undertaking staff development where appropriate to the needs of the College and that are identified by the Yard Manager.
<ul style="list-style-type: none">• Undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by the Yard Manager, Curriculum Manager (Equine), Senior Management Team or Principal.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post
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Minimum Level 3 Horse Care qualification or equivalent
Ability ride and school horses to a high standard.
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 & communication skills
Driving a tractor (Training will be provided)
Desirable criteria
Experience of working on a commercial yard
BHS Stage 2 teaching qualification
Full clean driving license and a licence to drive a trailer
First Aid Certificate

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are variable and some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some early morning, evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave full time annual entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager.

Continuous Professional Development (CPD)

This post will be entitled to CPD for 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 LGPS 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.

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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

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