



# Job Description and Person Specification

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.

<b>Job Title:</b>	Equestrian Centre Groom
<b>Summary of the role:</b>	To provide for the day-to-day welfare of the horses and ponies at Sidcot Equestrian and help with the running of a successful yard as directed by the Head Groom or Equestrian centre manager at Sidcot School. The working days will be Wednesday to Sunday, 36.5hrs per week.
<b>Line management responsibility for:</b>	N/A
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"><li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li><li>• On a daily basis, muck out stables and transport muck to muck heap.</li><li>• Move horses/ponies to/from grazing.</li><li>• Provide food and water to the horses/ponies and follow and maintain appropriate record charts.</li><li>• Make sure any required medication has been administered to the correct horse/pony and ticked off, as per supervisors' instruction</li><li>• Prepare horses/ponies for riding lessons by grooming and tacking-up.</li><li>• Assist during riding lessons if required.</li><li>• Assist in the provision of the care and welfare of the horses/ponies.</li><li>• Ensure that any health/welfare concerns for the horses/ponies are immediately reported to the Equestrian centre manager.</li><li>• Ensure that tack is cleaned on a regular basis.</li></ul>



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	<ul style="list-style-type: none"><li>• Ensure that the yard is kept clean and tidy at all times.</li><li>• Collect horse droppings from the fields.</li><li>• Exercise horses/ponies as required and to the required standard.</li><li>• Any other reasonable task when asked by the supervising staff.</li><li>• Competition prep e.g. plaiting and bathing livery horses.</li></ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Report to equestrian centre manager</li></ul>

You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.



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Person Specification			
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.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Previous equine experience</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• BHS Stages 1-4 in Horse Knowledge, Care / EQL Levels 1-4 Diploma in Horse Knowledge and Care or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Skills, Knowledge and Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience and knowledge of confidently handling horses/ponies</li> <li>• Experience and knowledge of maintaining tack and other equine</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• An awareness of horse illnesses and equine first aid</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interviews</li> <li>• Professional references</li> </ul>



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	<p>equipment</p> <ul style="list-style-type: none"> <li>• Able to tack up horses/ponies</li> </ul>		
<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• positive attitude to use of authority and maintaining discipline</li> <li>• Physically able to handle horses and muck out stables</li> <li>• Excellent communicator both verbally and in writing</li> <li>• Able to work outside in all weather conditions</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interviews</li> <li>• Professional references</li> </ul>