



# STONAR

## **JOB DESCRIPTION**

### **GROOM**

The Groom's role is a multi-faceted position and duties are predominantly undertaken in the Equestrian Centre. Grooms require an enthusiasm to work with children and horses; have the ability to work under pressure and carry out physically demanding tasks. Flexibility and good communication skills are essential. This is a non-residential, all-year-round post.

**Responsible to: Director of Riding**

#### **Duties will vary but will include**

- Care and feeding of ponies and horses kept at Stonar School, including mucking out stables, sweeping the yard, mixing feeds, soaking hay, watering horses, checking horses that are turned out, bringing in and turning out from fields etc.
- Assist with the general maintenance of the yard, to ensure a safe environment.
- Assisting pupils on the yard with their duties.
- Keeping the yard tidy (this includes the muck heap, outdoor & indoor schools, tack rooms, trunk room, feed room, lecture room and all other storage areas) under the direction of the Yard Manager.
- Grooming, tacking up and un-tacking ponies, before and after lessons.
- Daily tack cleaning and washing equipment.
- Helping other members of the equestrian centre with riding activities.
- Assist with lead rein lessons as required.
- Helping with events run at either Stonar School or under the auspices of the school.
- Helping out with major events e.g. ISODE, Open Day, Speech day, Bonfire night etc.

#### **Other Tasks and Responsibilities:**

- To maintain at all times a professional relationship with pupils in the school.
- To lead by example in terms of appearance and dress, i.e. jodhpurs / breeches of a subtle colour, correct footwear etc.
- To encourage high standards of behaviour from the girls, particularly in their relationships with others and to be familiar with both the school rules and disciplinary procedures.
- To uphold the school's procedures for discipline and ensure that girls follow all the school rules and inform the Director of Riding or Yard Managers, of any matters of concern; including breaches of school discipline, e.g. pupil involvement in smoking, alcohol or chemical abuse and bullying etc.
- To help to provide a moral example in line with the standards and expectations of the school community.

- To familiarise themselves with the contents of the Equestrian Centre Handbook, as well as other key school policies, on arrival at the School. To fully implement these policies in practice and to maintain their knowledge of these policies throughout. (e.g. Child Protection, Fire Procedures & Health and Safety)
- To attend staff training and Staff INSET days and staff meetings as directed by the Director of Riding.
- In addition to the above, to undertake such other duties as the Director of Riding or Head may from time to time reasonably request.

*The duties and responsibilities shown above are not intended to be exhaustive and staff will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.*

## **Terms and Conditions**

<b>Salary:</b>	£21,673.60 per annum.
<b>Accommodation:</b>	Accommodation is available if required
<b>Benefits:</b>	School meals while on shift, whenever the dining room is open Use of fitness suite, swimming pool etc when available to staff.
<b>Hours of Employment:</b>	<p>40 hours per week within 07.00 – 19.00 shifts, evening yard checks on a rota basis and occasional evening or early morning yard cover when students are arriving back late or departing early for competitions.</p> <p>Groom's are entitled to a one hour unpaid lunch break. They have two days off a week and weekends are worked on a rota basis.</p> <p>At certain times it may be necessary for hours to be flexible. Weekends and extra hours of work will be necessary to cover all of Stonar School's competitions and events e.g. ISODE, Mini ISDOE, Christmas Show etc.</p>
<b>Holidays:</b>	5.6 weeks per year
<b>Sick leave:</b>	10 days company sick per annum

2023