

The Royal Alexandra and Albert School

Stables Assistant/Groom Job Description



Job Title: Stables Assistant/Groom

Contract type: Casual

Reporting to: Equestrian Director

The Role

- General yard duties and care for the horses, including grooming, skipping out, tacking up, haying and helping in lessons.

Key Responsibilities

- General yard duties, including mucking out, haying up (including making up haynets), getting ponies in from the field, grooming, tacking up, lunging, exercising horses, schooling horses, clipping/ trimming and turning horses out.
- Assisting with lessons to include leading and encouraging children whilst on the horse.
- Collecting and accompanying children to and from school/boarding house to lessons.
- When BHS level two qualified to take a number of lessons under instruction and monitoring
- Liaising and holding horses for Farrier, Veterinarian and Physiotherapist.
- Assistance with transporting to shows to include loading and unloading and tacking up horses.
- A rotation of weekend and holiday duties as required with some flexibility
- Carrying out general maintenance work and repairs on yard as required
- Being flexible in approach and undertaking all duties that may fall within the range as directed by the stable manager
- To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to the overall ethos and aims of the school;

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves



Ambition



Courage



Integrity



Respect

both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Ambition



Courage



Integrity



Respect