



JOB DESCRIPTION & FURTHER INFORMATION

Department:	Equestrian Sport
Post:	Groom
Responsible to:	Stable Manager

JOB PURPOSE

All stables staff have a duty of care to and for the welfare and safety of horses whilst in school. Staff may be allocated school accommodation close by the stables in order to facilitate the performance of those duties and to provide a prompt response in the case of emergencies that may affect the provision of a safe environment for the horses in our care.

MAIN DUTIES AND RESPONSIBILITIES

1. Feed, muck out and groom stabled horses and maintain the high standard of the yard with some duties involving any grass kept horses.
2. Prepare horses for lessons.
3. Receive horses on arrival and itemising equipment.
4. Prepare horses, equipment and transport for competition and other outings and receive them on return, ensuring all equipment is put away and transport cleaned.
5. To be responsible for the horses given to you to care for, and to be involved in the routine of the yard. There will be some weekend duty work on a rota system. This may include travelling to shows. Yard duties will be directed by the Stable Manager.
6. Load and unload horses on the horse walker.
7. Turn out and catch in horses from the fields.
8. Travel to shows and other outings, as required.
9. To undertake night time stable checks and participate in house cleaning rotas.
10. To take specific areas of responsibility as defined by the Stable Manager.
11. To lead by example in terms of appearance and behaviour.

12. Any other duties that your line manager sees fit, providing that such duties are appropriate to your role

SPECIAL CONDITIONS

Staff are provided with some Millfield Equestrian Clothing. The option of school accommodation may be available to Equestrian Staff, and where accommodation is allocated food, lighting, heating and use of a washing machine will be included in the accommodation costs, however staff are expected to keep their room and communal areas clean and tidy.

The Stables are open from 6.45am to approximately 6.30pm term time. Staff are allocated a lunch break during the day. Please note that this role will require periods of work of more than 48 hours per week by rota. You may also be required to work on certain days such as Parents Day/Summer Celebration, school competitions (held on site), exam days. Where these events fall on an allocated day off, time in lieu will be granted. Days off are allocated on a rota of 2 days one week and 1½ days the following week.

Staff are given 2 lessons per week and are encouraged to work towards their BHS examinations. The school undertakes to repay half the entry fee for successful candidates in these examinations.

Positions at Millfield are subject to a 6 month probationary period.

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

Applicants who wish to be considered for interview should complete a Millfield application online at <https://millfieldschool.com> please note that cv's will not be accepted.

For further information please contact:

Mel Wilder
Equestrian Sport Programme Manager
Millfield Equestrian Centre
Street
Somerset, BA16 0YD
Email: stables@millfieldschool.com

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.