

# EQUESTRIAN ASSISTANT



STONAR

## JOB DESCRIPTION

The Equestrian Assistant's role is a multi-faceted position and duties are predominantly undertaken in the Equestrian centre. Equestrian Assistants 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 residential post and on-site accommodation is provided

### **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 equine 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 pupils, 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 pupils 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.

## **Terms and Conditions**

- Salary:** £1,125 per month plus board and lodgings whilst at work. .
- Accommodation:** Accommodation with access to bathroom facilities, a sitting room and kitchenette.
- Benefits:** Option of full training towards British Horse Society examinations.  
Lessons in Dressage, jumping, lunging, stable management, theory topics and teaching practice will be timetabled on a weekly basis.  
Use of fitness suite, swimming pool etc. when available to staff.
- Hours of Employment:** Five days per week 07.00 – 18.00hrs  
Plus 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.  
Equestrian Assistants are entitled to one hour for lunch and morning and afternoon breaks. They have two days off a week plus one afternoon off a fortnight.  
Weekends are worked on a rota basis.  
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.
- Holidays:** The school is on holiday for approximately 17 weeks per year & all staff holidays must be taken outside of term time.  
  
Holiday cover is split between the staff and Equestrian Assistants and Apprentices. Equestrian Assistants will only be on duty for approximately 1/3 of every holiday. (e.g. a half term is 1 week long; therefore 1/3<sup>rd</sup> is 3 days) Whilst on duty during the school holidays the working day would usually be 08.30 – 17.00hrs

2019