



STONAR

## Job Description

### Assistant Yard Manager & Coach

#### About Stonar

Stonar School is a vibrant co-educational day and boarding school for students aged 2 – 18. As one of over 50 schools worldwide in the Globeducate Group (<https://www.globeducate.com/>), Stonar has a global educational perspective, yet it is located in stunning grounds in the Wiltshire countryside just eight miles from the centre of the city of Bath and within easy reach of the M4 corridor.

Students regularly achieve excellent results, which are beyond expectations both academically and personally and the school is noted for its exceptional onsite equestrian centre. In addition to the term time day and boarding offering, Stonar also runs short courses during the school holidays, primarily for overseas and boarding pupils.

#### The role & purpose of the post

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| Job Title:      | Assistant Yard Manager and Coach                        |
| Responsible to: | Head through the Senior Yard Manager/Director of Riding |

The applicant needs to demonstrate knowledge and experience of teaching pupils of between four and eighteen years. Demonstrate a knowledge and experience of managing a large equestrian centre. Demonstrate experience of managing staff and pupils, organising a yard and show good communication skills.

#### Main Duties and responsibilities:

- Teach and train a variety of pupils in equitation, equine theory and practical topics
- Develop the team work of the Equestrian Apprentices/Assistants and pupils to develop the yard to a centre of excellence, assisting with yard work (mucking out, sweeping, bringing in/turning out, tacking up etc) when necessary
- Implement the daily care and wellbeing of all the horses, including routine treatments and exercise
- Guide the staff and pupils to achieve high standards in all aspects of their work
- Maintain standards as required by the Director, in all aspects of appearance, teaching quality and all aspects of yard management
- Cover for other members of staff when necessary

- Weekend work will also be necessary on a rota, accompanying pupils to competitions
- Be responsible for the equipment on the yard, including repairs, storage, cleanliness and accountability of equipment.

### **Detailed Responsibilities (in liaison with other Yard Managers and Supervisors)**

- To ensure that safe practice is followed and health and safety standards are met, by all staff and anyone on the yards at all times. Necessary reports are completed in the event of an accident
- Demonstrate professionalism in all your teaching, combining the learning with both fun and safety
- Organise daily care and feeding of ponies and horses kept at Stonar School, including mucking out stables, mixing feeds, soaking hay, watering horses, checking horses that are turned out, grooming, bringing-in and turning-out from fields etc. Make sure ponies are tacked up and are ready for their lessons and the necessary care is undertaken after lessons
- Oversee general maintenance of the yard, to ensure a safe environment. Make sure the equestrian centre is kept 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 Director of Riding
- Communicate with livery owners and ensure attention to detail and individual requirements are balanced with practical care and attention
- Ensure that you and your team are aware of liveries equipment, it is clearly named and then stored and maintained to a satisfactory level
- Organise clipping of horses and ponies
- If necessary be responsible for calling the vet and carrying out routine and emergency treatments making sure records are kept up to date
- Ensure that the veterinary cupboard has adequate supplies and that all COSHH reports are up to date
- Organise horse turn-out rota, and notify the relevant people when repairs to fences, gates etc are needed. Carry out daily field checks
- Order weekly concentrate, hay and bedding deliveries
- Monitor and update with feedback from the Instructors and pupils, the feeding and dietary requirements of all the horses
- Ensure that the horses and equipment needed for teaching are clean, in good repair and is also returned and cared for. Necessary tack safety inspections are carried out

- Organise daily harrowing and watering of schools to ensure safe surface for working on
- Keep all records necessary for horse welfare and financial billing
- Write a scheme of work for the Equestrian Apprentices/Assistants to cover all practical aspects for the BHS examinations. Deliver daily lectures at appropriate level
- Keep daily registers up to date, and write up reports when required
- Be willing to continually update and improve personal development
- Organise a late night check rota.
- Be part of the organisation team for competitions, eg Inter Schools One Day Events.

### **Hours of Work**

40 hrs a week, negotiable, in a shift pattern over 52 weeks of the year within the following yard opening hours:-

6.30am – 7.30pm Monday to Friday;  
8.30am – 5.00pm weekends and school holidays.

At certain times it may be necessary for hours to be flexible.

Extra hours of work will be necessary to cover all of Stonar School competitions and events e.g. ISODE, Christmas Show and Speech Day etc.

### **Annual Leave**

Full-time position is entitled to 25 days' pro rata annual leave plus bank holidays that fall during school holidays. Bank holidays during term time may be working days. It is

### **Sick Leave**

Your sick leave entitlement will be 10 days pro rata.