

JOB DESCRIPTION

JOB TITLE:	Groom		
JOB TITLE No.		POST No.	
GRADE:	SC1	SCP RANGE:	SCP1 – SCP3
SECTION:	Lee Valley Riding Centre	DIRECTORATE:	Sport Venues
POST LOCATION:	Lee Valley Riding Centre		

CRB REQUIREMENT:	Yes	CRB LEVEL:	Basic
-------------------------	-----	-------------------	-------

ACCOMMODATION:	N/a
-----------------------	-----

DRIVER'S LICENCE & BUSINESS USE INSURANCE REQUIREMENTS:	
CAR ALLOWANCE:	
BUDGET LEVEL:	

REPORTING TO:	Yard Manager	POST No.	
RESPONSIBLE FOR:		POST No.	

POLITICALLY RESTRICTED POSTS:	
--------------------------------------	--

PURPOSE OF ROLE

To assist the Yard Manager with ensuring that the stable yards, horse boxes, paddocks and ancillary facilities are maintained to a standard that will ensure the best possible care of all the horses located at the riding school.

KEY RESPONSIBILITIES AND DUTIES

PEOPLE RESPONSIBILITIES (EXTERNAL – INCLUDING MEMBERS)

PEOPLE RESPONSIBILITIES (INTERNAL – INCLUDING CONTRACTORS & VOLUNTEERS)

- To assist the Yard Manager with assisting working pupils in the stable yard.

FINANCIAL RESPONSIBILITIES

OTHER RESOURCES RESPONSIBILITIES

- To assist the Yard Manager with the day-to-day running of the stable yards, with particular

emphasis on the care and welfare of the horses to the agreed standards, on a rota basis.

- To assist the Yard Manager with feeding the horses and their care while in their stables, including bedding and mucking out.
- Be responsible for ensuring the yards are kept clean and tidy
- To assist, as necessary, with all programs that ensure that all horses and ponies are cared for, schooled and developed in order to meet the requirements of the Centre.
- To assist in the maintenance of all equipment used in the yards and paddocks.
- To ensure that the tack and feed rooms are kept tidy and to assist, as required, with tack checks and repairs.
- To assist the Assistant Yard Manager with keeping accurate records on horse arrival, movement and departures.
- To provide out of hours cover if required.
- To assist as required in the organisation of demonstrations, shows and any events taking place at the Riding Centre.

GENERAL

- The above duties may be varied.
- Carry out all duties with regard to relevant legislation and the Authority’s policies and procedures including:-
 - The Authority’s Health & Safety Policy
 - The Authority’s Standing Orders and Financial Regulations
 - The Authority’s Equal Opportunities Policy and related policies
 - The Authority’s Environmental protocols and related policies

KEY CONTACTS

INTERNAL CONTACTS / PURPOSE	EXTERNAL CONTACTS / PURPOSE
<ul style="list-style-type: none"> • Yard Manager for guidance and work planning. • Yard Manager for guidance and supervision. • Working pupils to provide guidance and information. • Other Riding Centre employees as colleague. 	<ul style="list-style-type: none"> • Riding Centre customers as instructor.

The Authority has the right to amend the job description in consultation with the post-holder to reflect changes in or to the job.

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Additional duties may be required from time-to-time that are not identified above and shall be appropriate to the nature, grade and demands of the job as described. The Job Description is current as at the date shown below. In consultation with the post-

holder, it is liable to variation by management to reflect or anticipate changes in the job.

Sign off for Job Description and Person Specification

Job Description/Person Specification	Post Title	Date signed off
JD/PS Prepared by line manager		
JD/PS Agreed by second line manager		
JD/PS Agreed by HOS/AD by		
Consultation with post holder conducted by:		

PERSON SPECIFICATION

JOB TITLE:	Groom		
JOB TITLE No.		POST No.	

KNOWLEDGE AND SKILLS	
ESSENTIAL	DESIRABLE
Knowledge	Knowledge
<ul style="list-style-type: none"> Literate at a level that enables following straightforward oral and written instructions. Numerate at a level that enables keeping basic work records. Working knowledge of equine and equestrian equipment and machinery. Working knowledge of Health and Safety regulations. 	
Qualification	Qualification
<ul style="list-style-type: none"> GCSE English and Maths qualification or equivalent in experience and/or qualification. 	<ul style="list-style-type: none"> Horse Management qualification at BHS level 1 or NVQ level 2 or higher or equivalent in experience and/or qualification.
Experience	Experience
<ul style="list-style-type: none"> Verifiable experience of working in a stable yard environment at an operational level. Demonstrable experience of working with organisational procedures and guidelines, including Health & Safety, employee handbook and policies. Proven experience of working in a team. Verifiable experience of dealing with customers and providing services to customers. 	<ul style="list-style-type: none"> Demonstrable experience of riding horses, including tacking up.
Problem Solving / Decision Making + Mental Skills	Problem Solving / Decision Making + Mental Skills
<ul style="list-style-type: none"> Verifiable ability to organise own work both independently and on the basis of instructions. Demonstrable ability to effectively deal with varied customer demands. 	
Communication	Communication
<ul style="list-style-type: none"> Demonstrable ability to exchange information concisely either written or orally,. Proven ability to train colleagues in their tasks and achieve lasting results. Demonstrable ability to establish 	

rapport easily and to reach positive resolutions to issues.	
Physical skills	Physical skills
<ul style="list-style-type: none"> Demonstrable ability to execute stable work (mucking out, grooming, animal handling). 	<ul style="list-style-type: none"> Proven ability to drive a car safely and responsibly.
ESSENTIAL	DESIRABLE
Mental demands	Mental demands
<ul style="list-style-type: none"> Demonstrable ability to work independently and unsupervised for several hours at a time on a daily basis. Demonstrable ability to prioritise conflicting demands on a daily basis. Demonstrable ability to work under work-related pressure (deadlines, priorities) on a weekly basis. 	
Physical demands	Physical demands
<ul style="list-style-type: none"> Evident ability to work in confined and physically awkward positions (e.g. grooming). Demonstrable ability to move or carry heavy goods with the help of mechanical aids. 	
Emotional demands	Emotional demands
<ul style="list-style-type: none"> Proven ability to deal with the emotional demands of others on a weekly basis (e.g. disabled customers). 	
Work Environment	Work Environment
<ul style="list-style-type: none"> Evident ability to work outdoors (Riding School) for 80% of the time and indoors (barn) for 20% of the time. Ability to work with some exposure to a disagreeable, unpleasant and hazardous working environment for several days per month (involving heavy weights, risk of injury and weather). Evident ability to work outside of normal working hours (evenings and weekends). 	
Other requirements	Other requirements
ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> First Aid qualification.