

**Job Description**

**Job Title: Equestrian Centre Groom**

**Department: Equestrian**

**Accountable to: Head of Equestrian Centre**

**Place of work: Equestrian Centre, Stowe School, Buckingham, MK18 5EH**

**Responsible for: No direct reports**

**The Stowe Group**

The Stowe Group comprises Stowe, Swanbourne House and Winchester House Independent Schools, situated on sites in Buckinghamshire and Northamptonshire. Between the three schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful landscape gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision.

**Vision & Ethos**

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our world-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre. The Group’s talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group. Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

**Purpose of the job:**

You will be working with the Head of Equestrian to assist with the day to day care of the horses and the smooth running of the Equestrian Centre at Stowe School, to provide a centre of excellence for both horses and pupils. The job entails daily stable duties, exercise and riding as required and event support.

Please see our website for more information on the excellent facilities and services we offer to Stowe Group pupils https://www.stowe.co.uk/school/sport/the-equestrian-centre.

**Key Responsibilities and Accountabilities**:

* To assist the Equestrian Centre team to perform the day to day stable management tasks to a standard set by the Head of Equestrian for stabled and grazing horses.
* To support the Equestrian Centre in providing a professional livery service.
* To ensure the adherence to Health and Safety legislation and working procedures that affects the facility, horses and staff.
* To act in a professional manner at all times towards pupils, parents, colleagues and horses.
* As the pupils range in age from primary to 6th form, you will be required to complete relevant DBS verification.

**Key Tasks:**

* To carry out daily yard duties, such as mucking out, feeding, exercising and grooming.
* To support an excellent relationship with both parents and pupils, to ensure their needs are met for both the horse and pupil.
* To ensure appropriate records, policies and procedures are followed in relation to horses, pupils and staff.
* To have, and remain up to date with, knowledge and understanding of horse welfare and stable management.
* To undertake any ad-hoc duties as defined by the Head of Equestrian.
* To complete appropriate training e.g. safeguarding and health and safety.

**Hours:**

To work within a flexible working pattern including evenings and weekends, with an average of 40 hours (excluding half an hour lunch) per week, working 5 out of 7 days on a rota basis for 52 weeks per year.

**Package and Benefits**

Attractive and competitive salary including onsite shared accommodation and meals during term time. Also including an Employer contribution Pension Scheme and access to Stowe’s Gym and Swimming Pool.

Holiday entitlement of 25 days plus 8 days (Bank Holiday entitlement)

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: March 2022

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** |  | * Minimum BHS stage 1 or equivalent
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| **Specialist Skills & Experience** | * Knowledge of basic stable management skills.
* Willingness to maintain confidentiality on all school matters.
* Ability to promote the care and welfare of horses.
* Ability to ride horses and ponies for exercise.
* Good communication and written skills.
* 1 Years Equine Experience
 | * Proven track record in industry
* Evidence of carrying out yard duties to a high standard.
* Knowledge of BHS / ABRS qualifications.
* Ability to prepare horses for competition / hunting.
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| **Personal Qualities** | * Enthusiasm for working outdoors in all weather.
* Hardworking, resourceful and cheerful.
* Enthusiasm for working with young people and helping them to achieve their potential.
* A patient, positive, calm approach.
* Ability to work positively with a wide range of staff.
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