



GROOM

JOB DESCRIPTION VAF 129

**Easton College, Easton, Norwich, NR9 5DX
Telephone: (01603) 731200 Fax: (01603) 741438**

JOB DESCRIPTION GROOM

REPORTS TO: Equestrian Centre Manager

DUTIES

1. To assist with the daily routine on the yard including at weekends and Bank Holidays.
2. Assist with mucking out and maintaining a high standard of stable management.
3. Turn horses out and bring them in from the field, and maintain a high standard of field / paddock management.
4. Assist with maintaining indoor and outdoor arena surfaces.
5. Assist in the caring for sick animals if necessary.
6. Exercise horses.
7. Help to maintain fencing and stables in good condition.
8. Keep show jumps in good condition.
9. Greet any visitors and direct them to a senior member of staff on duty or record visits where appropriate.
10. It is a requirement of all members of staff to adopt best practices in the identification, evaluation, and control of risks to ensure, as far as is possible, that they may be eliminated or reduced to a level that is acceptable to the college.
11. To actively commit to safeguarding and promoting the welfare of all learners
12. To promote equal opportunities across all College operations
13. Any other duties as specified by the Principal.

PERSON SPECIFICATION

The person appointed should have the following skills, experience and qualities: -

	ESSENTIAL	DESIRABLE
TECHNICAL SKILLS/KNOWLEDGE		
Basic knowledge of clipping	*	
Experience of preparing horses for presentation		*
QUALIFICATIONS		
Driving Licence	*	
PERSONAL QUALITIES		
Excellent interpersonal skills	*	
Understanding industry standards in Horse care	*	
Capable of carrying out all stable duties to the required standard		*
Understand the importance of commitment to the Job and the necessity for punctuality and attendance		*

CONDITIONS OF SERVICE GROOM

- Manual Terms and Conditions of Service
- Rate of pay £6.16 to £6.42 per hour
- The normal working week for full-time Manual staff is thirty-nine hours. Actual hours of work will be outlined in your offer of appointment letter. Flexibility will be required and hours will include weekends and bank holidays.
- The basic annual leave entitlement for full time staff is currently 20 days holiday plus five efficiency days and eight Bank Holidays. New entrants to the service are entitled to annual leave proportionate to the completed months of service in a leave year, which runs from April to March.
- The person appointed has the right to take up the option of joining the Local Government Pension Scheme. The College will assume that this is the case unless an opt-out form is completed within the time limit allowed.
- The person appointed will be subject to a period of probation of 9-months
- The college operates policies on equal opportunities and the employment of disabled persons.
- Any offer of appointment will be subject to receipt of satisfactory references, medical clearance and Enhanced Criminal Records Bureau check.
- The college reserves the right to amend or change the Conditions of Service of this post at any time after consultation with the employee or his representative.

Application

Please complete an application form and provide a supporting letter of application covering the following points:

1. Details of your responsibilities in your current post.
2. Your recent major achievements.

Completed application forms should be returned to the HR Officer, Easton College, Easton, Norwich, NR9 5DX. Please ensure correct postage.

Closing date 5th August 2010.

If you require further information please do not hesitate to contact the college on (01603) 731200.

Due to the volume of applications we receive we regret it is not possible to respond to individual candidates. Should you have not received an invitation to attend for interview by the 3rd week after the closing date, please assume you have been unsuccessful.

The College is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment