



**Equine Groom
Fixed-term Maternity Cover**

JOB DESCRIPTION

**Directorate of Land-based, Animal and Equine
& SCCA**



ADVERTISEMENT

Equine Groom

14 hours per week, working alternate weekends only

£22,071 per annum pro rata (£12.93 per hour enhanced hourly rate*)

Fixed-term Maternity Cover position

Are you passionate about the welfare and well-being of horses? We have an ideal opportunity for you at our Suffolk Rural campus in Otley, Suffolk.

You will be required to assist with weekend general yard duties, riding and caring for the horses on our equine yard. You will be trained to use specialist equipment. You will be required to work alternate weekends on a Saturday and Sunday (7 hours each day).

The successful candidate will have a good standard of education and hold a Level 2 Equine Qualification.

As part of your role, you will contribute to the wider College health and safety activity and therefore you should have a good understanding of health and safety and be prepared to undertake training in these areas.

This post is based at Suffolk New College Rural campus. Suffolk New College is a multi-campus site and therefore you may be required to travel between campuses for staff training on occasion.

(*enhanced hourly rate in lieu of holiday)

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential

Closing date: Monday 28th October 2024 at 12 Midnight

Interview date: To be confirmed

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet all of the essential criteria. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for the vacancy. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

DIRECTORATE OF LAND-BASED, ANIMAL & EQUINE

We have an exciting opportunity for part-time Equine Technician / Yard Hands to join our Equine team based at the Suffolk Rural campus of Suffolk New College. Suffolk Rural is a specialist land-based campus, just 9 miles outside of Ipswich.

The Directorate of Land-based, Animal & Equine delivers a wide range of specialist qualifications within Agriculture, Arboriculture, Horticulture, Floristry, Animal Studies and Equine. This is an exciting period of growth and development for the department, which has access to a large estate based around a working farm and vibrant Animal studies center. The college also has a very well-resourced equine facility which includes an indoor and outdoor riding arena, solarium, horse walker and weighbridge.

The Directorate team comprises of management, teaching staff, and administrators who are all committed to delivering an exceptional experience to our learners to enable them achieve and to progress their chosen career through Further Education, Higher Education opportunities or employment.

JOB DESCRIPTION

Equine Groom

Summary of Benefits, and Terms and Conditions

Location:	Suffolk New College, Suffolk Rural
Salary:	£22,071 per annum pro rata - £12.93 per hour (*enhanced hourly rate in lieu of holiday*)
Contract status:	Fixed Term Maternity cover - 7 hours a day on Saturdays and Sundays working alternate weekends*
Pension:	Career average pension scheme in which employees contribute between 5.5% and 12.5% of salary
Holiday:	20 days per annum pro rata, rising one day pro rata per year worked to a maximum 25 days pro-rata, plus Bank Holidays and Christmas closure days *Payment in lieu of holiday is made through the enhancement of the hourly rates
Staff Development:	Corporate and Departmental Development Programme opportunities
Reporting to:	Equine Unit Manager

JOB PURPOSE

To be part of the equine yard team, caring for the horses, yard maintenance and general yard duties

To work as a member of a team when required in support of shared objectives, including routine tasks associated with the regular upkeep of working areas.

MAIN DUTIES AND RESPONSIBILITIES

1. To assist with the daily routine on the yard including at weekends, holidays and Bank Holidays
2. Ensure team working and clear and consistent communication within the Yard
3. Assist with mucking out and maintaining a high standard of stable management.
4. Turn horses out and bring them in from the field, and maintain a high standard of field/paddock management
5. Maintain the indoor and outdoor arena areas as required
6. Assist in the caring for sick animals if necessary
7. Ensuring the horses are appropriately exercised

8. Help to maintain fencing, stables and show jumps and ensure they are in a good condition
9. To work as a member of a team when required in support of shared objectives, including routine tasks associated with the regular upkeep of working areas.
10. Supporting the promotion and marketing of equine activities within the Equine Centre to achieve maximum commercial opportunities
11. To ensure compliance with statutory regulations and to be fully conversant with specific regulations applicable to individual specialist areas.
12. To ensure implementation of industry specific health & safety best practice, legislation and College policy within working environment, including completing risk assessments and COSHH.
13. To undertake relevant health and safety training and updates and carry out fire marshal and evacuation chair operator duties and any other cross college health and safety initiatives as required.
14. To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
15. Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job Description sets out the major duties associated with the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the post-holder to undertake the duties.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Level 2 qualification in a relevant subject area 	<ul style="list-style-type: none"> • First Aid certificate • Good standard of education Numeracy to Level 2 or equivalent
Knowledge and Experience	<ul style="list-style-type: none"> • Relevant professional industry experience • Knowledge of current industry standards, trends and technology • Experience of working in a technical environment • An understanding of health and safety best practice and legislation, and experience of implementing safe working practice in industry. • Specialism and expertise specific to the role 	<ul style="list-style-type: none"> • Previous experience in a similar role • Working in an educational setting • Able to drive a 3.5 ton horse lorry
Skills	<ul style="list-style-type: none"> • Ability to communicate with a diverse range of audiences including general public, horse owners, managers and team members • Planning, time management and organisational skills • Build and maintain professional working relationships • Team work and a commitment to sharing best practice 	
Qualities and Attributes	<ul style="list-style-type: none"> • Self- driven and motivated • Pro-active and solution focused • Calm under pressure with a resilient approach • Diplomacy, tact and integrity and with due regard for confidentiality 	
Attitude	<ul style="list-style-type: none"> • Driven to deliver high quality support • Embeds and promotes equality, diversity and respect through all aspects of the role • Pro-active commitment towards safeguarding and promoting the welfare of young people • Positive and can do attitude towards work • Actively participates in continued professional development • Flexible approach to meet changing needs 	

EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to shortlist all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure & Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to an enhanced Disclosure check by the Disclosure & Barring Service.

INFORMAL ENQUIRIES

For informal enquiries please contact Lucy Wood, Equine Unit Manager by emailing lucywood@suffolk.ac.uk or by calling 01473 784162