



Queen Mary's SCHOOL

GROOM

JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

Job Title:	Groom
Reporting to:	Riding Centre Manager
Job Purpose:	To care and look after the horses on a daily basis to ensure that they remain healthy, happy and in good condition.
Working Hours:	Full Time
Salary:	An hourly rate in accordance with the National Minimum Wage and experience will be paid for this role.

THE ROLE:

The Groom's role is a multi-faceted position and duties are predominantly undertaken in the Riding Centre. Grooms require dedication, attention to detail and an enthusiasm to work with children and horses. This is an incredibly rewarding position if you have the ability to work under pressure and carry out physically demanding tasks. Flexibility and good communication skills are essential as the role can include early mornings, late nights and weekends.

A love for horses and an ability to ride are essential and you will be prepared to work outdoors in all weathers.

Daily Duties will include:

- Care and feeding of ponies and horses, including mucking out stables, replacing bedding
- Mixing feeds, soaking hay, feeding and watering horses and ensuring their overall general health is in good order
- Grooming, cleaning, brushing and clipping the horses coats
- Checking for changes in the horse's condition and reporting problems immediately to the Riding Centre Manager
- Following any instructions from the Vets or Riding Centre Manager when treatment is needed
- Checking horses that are turned out, bringing in from fields etc.
- Tacking up the ponies, ensuring they are ready and on time for their lessons and un-tacking after lessons
- Daily tack cleaning and washing equipment
- Assisting pupils on the yard with their duties
- Helping other members of the Riding Centre with riding activities
- Assist with the general maintenance of the yard, to ensure a safe environment. This includes the sweeping of the yard and entrance area
- Poo Picking the fields

As a groom you will also have responsibilities around the yard and premises to keep everything functioning at a high level for the horses. This may include but is not limited to:

- Cleaning the gutters and drains to ensure rainwater run-off is contained
- Repairing fencing as needed
- Repairing water troughs as required
- Some gardening work, weeding, clearing overgrown hedges
- Cleaning out stables and washing the boxes out
- Painting stabling / fencing
- General housekeeping of Riding office, toilet blocks etc. to keep tidy for pupils, parents, staff and visitors

OTHER RESPONSIBILITIES:

In addition, the Groom may be required to:

- Provide administrative support to the Riding Centre Manager
- Complete, with priority, any other reasonable tasks as required by the Head

ESSENTIAL CRITERIA:

Candidates will:

- Be knowledgeable about the care of horses
- Be able to ride to a reasonably high standard
- Be aware of health and safety issues
- Have stamina and fitness
- Have the ability to work alone and also as part of a team
- Be willing to undertake routine, practical tasks

ADDITIONAL INFORMATION

This is an exciting opportunity for a gifted and motivated individual. The ideal candidate will:

- be able to exercise total discretion and uphold confidentiality, when appropriate
- be an excellent listener and committed team member
- have excellent organisational skills and attention to detail
- have exceptionally high standards of discipline and integrity
- be aware of the importance of Child Protection and Safeguarding of young people
- be prepared to undergo appropriate training as requested
- support the ethos of the School and broad education
- have a clear sympathy with the advantages of single-sex education
- be inspired by challenges and seek to set individual targets
- have energy, drive, enthusiasm and a positive manner

Terms and Conditions of Employment: **GROOM**

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The Groom is appointed by the Head, subject to enhanced DBS clearance and receipt of satisfactory references
- The appointee will be required to complete a confidential pre-employment health questionnaire (and medical examination where applicable), the costs of which will be met by the School
- An hourly rate in accordance with the National Minimum Wage and experience will be paid for this role. Paid in monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay

- Hours of Work
 - Monday to Friday 0800 – 1500 OR 1400 -2000
 - Alternate Saturday or Sunday to be worked each week
 - Saturday: 0900 – 1700
 - Sunday: 0900 – 1700
- It is essential that the appointee can offer flexibility for cover
- The appointee will be expected to participate in an annual appraisal process
- Additional benefits will include a significant fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met)
- Meals will be provided free of charge during term time
- The School operates an employer stakeholder contributory pension scheme
- Accommodation is not provided
- The appointee is required to give the School one term's notice of their intention to leave this post

All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.

Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed pre-prep department and the main school is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of schools belonging to the Woodard Corporation, an

Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

Academic development is at the heart of school life, we offer an independent wide ranging curriculum, excellent teaching and a clear understanding of learning potential. With a combination of traditional and modern teaching methods, each pupil is encouraged to enjoy learning, develop her independence and succeed to the best of her ability.

The academic life of the School is overseen by the Assistant Head: Teaching and Learning and Heads of Department who ensure an up to date and challenging curriculum is in place. On-going relevant and measured assessment is essential and pupil progress is tracked to inform future teaching and learning goals.

Above all Queen Mary's believes that the learning process must be enjoyable and engaging. Teaching and learning are supported by a wide range of resources and extra-curricular activities. The ethos and values foster an enthusiasm for lifelong learning and encourage independence of thought. The children develop self-esteem, a wide range of knowledge and essential communication, study and life skills as they progress.

All staff are expected to contribute to the wider community of this successful school.

More information about Queen Mary's can be obtained from the website www.queenmarys.org.