

CASUAL TASK LIST

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| ROLE: | Groom |
| NORMAL LOCATION: | Lee Valley Riding Centre |

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| CRB REQUIREMENT: | Yes | CRB LEVEL: | Enhanced |
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| DRIVER'S LICENCE & BUSINESS USE INSURANCE REQUIREMENTS: | None |
| CAR ALLOWANCE: | Not applicable |
| QUALIFICATIONS: | GCSE qualifications or equivalent in Maths and English at Grade C or above |

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| REPORTING TO: | Yard Supervisor |
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| POLITICALLY RESTRICTED POSTS: | No |
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| PURPOSE OF ROLE |
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| To use skills and knowledge to provide ad hoc and occasional cover and support in the event that usual staffing cover fall short. |

| KEY TASKS |
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| <p>When booked to work a shift at the above facility, whilst this is not an exhaustive list, below is an outline of the task that you may be expected to undertake according to the facilities NOP:</p> <ul style="list-style-type: none"> • Assisting 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 the horses located at the riding school. • Assisting 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 • Assisting with feeding the horses and their care while in their stables, including bedding and mucking out • Being responsible for ensuring the yards are kept clean and tidy • Assisting as necessary, with all programmes that ensure that all horses and ponies are cared for, schooled and developed in order to meet the requirements of the Centre. • Ensuring that tack and feed rooms are kept tidy and assisting, as required, with tack checks and repairs |

- Assisting the Yard Supervisor with keeping accurate records on horse arrival, movement and departures
- If qualified, assisting the Assistant Yard Supervisor with teaching stable management to clients and working pupils
- Assisting in organisation demonstrations, shows and any events taking place at the Riding Centre, as required
- Carry out all tasks with regard to relevant legislation and the Authority's Normal Operating Procedures (NOPs) including:-
 - Providing a safe workplace
 - The Authority's Standing Orders and Financial Regulations
 - Applying the Authority's equality and diversity principles
 - The Authority's Environmental protocols and related policies

KEY CONTACTS

| INTERNAL CONTACTS / PURPOSE | EXTERNAL CONTACTS / PURPOSE |
|---|---|
| <ul style="list-style-type: none"> • Yard Supervisor, or someone nominated on their behalf as direct supervisor for guidance and instruction. • Other Riding Centre employees as colleague. | <ul style="list-style-type: none"> • The general public as customers being in the yard |

CASUAL WORKER REQUIREMENTS

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| JOB TITLE: | Groom |
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ESSENTIAL SKILLS & KNOWLEDGE

In order to be effective in these tasks when offered casual work you would need to be able to demonstrate that you are:

- Literate at GCSE qualification level C or equivalent in experience and/or qualification in order to follow straight forward oral and written instructions
- Numerate at GCSE qualification level C or equivalent in experience and/or qualification in order to keep basic work records.
- Working knowledge of equine and equestrian equipment and machinery
- Working knowledge of health and safety regulations and demonstrable experience of working with health and safety guidelines
- Verifiable experience of working in a stable yard environment and to execute stable work (mucking out, grooming, animal handling)
- Effective team worker
- Verifiable experience of dealing with customers and providing services to customers
- Ability to organise own work both independently and on the basis of instruction
- Effective in facing customers and/or providing customer services, able to deal with varied customer demands, deal with the emotional demands of others and easily establish a rapport and reach positive resolutions
- Ability to exchange information concisely either written or orally
- Ability to train colleagues in their tasks and achieve lasting results
- Ability to work independently and unsupervised for several hours at a time
- Ability to work under work-related pressure (deadlines and priorities)
- Ability to work in confined and physically awkward positions, e.g. grooming
- Ability to move or carry heavy goods with the help of mechanical aids
- Able to work with some exposure to a disagreeable and unpleasant working environment (heavy weights, risk of injury and weather)

Desirable Experience

In addition to the above essential requirements, if you are able to demonstrate any of the following this will be advantageous when working casually:

- Experience of working in a leisure environment.
- Proven experience of working in a multi-cultural or multi-ethnic environment.
- Experience of working in a large public sector organisation
- Experience of riding horses, including tacking-up
- Horse Management NVQ level 2/BHS level 1 or equivalent in experience and/or qualification
- First Aid qualification
- Ability to drive safely and responsibly