

POST TITLE: Part-time Equine Technician
Weekends/To be available for staff absences/holiday cover

School of Land-Based Studies and Engineering

LOCATION: Craven College, Skipton (Auction Mart Site)

RATE OF PAY: £8.85 per hour (Technician Rate)

HOURS: Temporary variable hours
As arranged with the Head of School/Centre Manager

RESPONSIBLE TO: Head of School – Land-Based Studies and Engineering

SPECIAL CONDITIONS: Flexible working arrangements

Payclaims for the actual hours worked are submitted on the last working day of the following month

A full DBS Certificate via the Disclosure and Barring Service will be required

CLOSING DATE: Tuesday 22 May 2018 - midday

INTERVIEW DATE: TBC

POST NO: S524

If you experience any difficulties in accessing any employment information or completing the College application form please contact Clare Baker, (Assistant Human Resources Manager) at cbaker@craven-college.ac.uk for assistance

JOB SPECIFICATION

MAIN JOB PURPOSE

To provide Equine and technical support to the Equestrian Unit, practical facilities on Sundays, and to be available for staff absence/holiday cover. To assist with the planning and supervision of students work as required, in conjunction with the Equestrian Unit/Centre Manager.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To take responsibility for the welfare and care of horses at the College Auction Mart to include feeding, cleaning, safety, monitoring health and associated record keeping e.g. vaccination, worming, shoeing etc, as directed by the Centre Manager;
- To be responsible for the ordering and control of feed, bedding, tack, veterinary supplies and services, in line with requirements;
- To ensure all records relating to the yard and horses are regularly updated in line with College procedures;
- To assist with the preparation of horses and equipment for practical equine classes;
- To assist with the supervision of students involved with stable duties;
- To assist students' practical sessions and supervise students whilst working in the unit, in line with the requirements of the College;
- To be responsible for the safety, cleanliness and general upkeep of the Equestrian Unit during weekends (and possibly late night evenings/cover), in line with Health and Safety Regulations;
- To assist in maintaining good health and safety standards and work practices in line with health and safety legal requirements;
- To function as an effective team member within the School, ensuring effective handovers and liaison with other School Technicians;
- To contribute to the development of the unit, in conjunction with the Equestrian Unit/Centre Manager;
- To maintain regular communication between the equine team, highlighting any particular problem areas via the Centre Manager;
- To provide support/cover for the weekday Equestrian Technician; and possibly other area technicians, e.g. Horticulture and Animal Studies Technicians;
- To participate in the College's Appraisal Scheme and continuously up-date knowledge and skills in line with the changing needs of the College;
- You will be expected to be fully conversant with and implement the college's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To undertake any other duties commensurate with grade and status as may reasonably be requested.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Experience of caring for and working with horses;
- Broad knowledge of equine care and welfare;
- Ability to work on own initiative in an unsupervised capacity to consistently high standards;
- Reliability and the ability to work flexibly to meet the needs of the College (including availability for call outs if necessary);
- Ability to assist with the supervision and general welfare of learners;
- Good understanding of health and safety regulations;
- Ability to work effectively as a team member;
- Willingness to undertake level 2 qualification in numeracy/literacy;
- Full clean driving licence and access to a vehicle;
- BHS Stage 2 in Horse Care and Riding.

DESIRABLE REQUIREMENTS

- BHS Assistant Instructor qualification;
- At least 2 years' experience of working in a stable management capacity;
- Level 3 Extended Diploma/Diploma in Horse Management;
- First Aid qualification (or willing to work towards);
- Availability of transport;
- Ability to drive a tractor and/or minibus.