



## Trainee Instructor/Yard Assistant

*Updated August 2012*

Line Manager: Yard Manager

### Brief

To ensure equine welfare remains top priority at all times whilst carrying out their day-to-day care. Guaranteeing the daily yard routine is adhered to and that all business facilities remain clean and tidy whilst preparing horses for customers to ride to our high specification. Promptly assisting clients in a friendly and professional manner and proactively assisting in your own training towards becoming a qualified instructor.

### Primary Duties

- Working at the same pace as the rest of the team to reliably produce the yard, related facilities, pasture and horses in a timely manner to a high standard of specification as per the instructions of the Yard Manager.
- Preparing and punctually presenting well-turned out and correctly equipped horses for clients to ride. Assisting clients to mount and dismount, caring for horses after ridden sessions.
- Escorting hacks, assisting in lessons and overseeing groups of children during activity days. Ensuring all aforementioned have an enjoyable, fun and safe experience whilst under your care.
- Exercising horses, assisting with schooling, backing, etc., following and applying instructions as directed.
- Promptly welcoming all customers, suppliers and any other person coming on to the premises. Assisting and directing all as appropriate in a friendly, helpful and professional manner. Recognising and providing salutation to those departing.

Continued overleaf .....

## **Yard Assistant/Trainee Instructor Job Description/Primary Duties continued .....**

- Take personal responsibility to apply safe working practises at all times and if you believe there is an issue that requires attention or authorisation, that you promptly highlight this to your line manager or another appropriate senior member of staff.

### **Personal Attributes**

You will be a self-starter who is also able to work efficiently and reliably within a team. You will also need to be able to prioritize and multi-task within a very busy, highly professional equestrian environment.

You will have a genuine passion for horses demonstrated by always prioritizing their needs above your own. You will thoroughly enjoy dealing with people and in particular have a natural empathy with children.

### **End Notes**

- This is full-time role that requires your maximum participation as a member of our team to deliver the high standard of customer service and equine care required by this business. As we only seek people who are interested with improving and stretching themselves, on-going professional training will also be provided, which you will also be expected to contribute to in your own time.
- In addition to the above, you may be required to undertake such other duties as your line manager may require and as may reasonably be expected commensurate with role.
- The post holder will be expected to show commitment to Lavant House Stables, ensuring that any outside activities do not affect or impinge on performance and delivery.
- This job description is current as at the date shown below. In consultation with post holder it is liable to variation in order to reflect changes in the job.