

JOB DESCRIPTION

Job Title	Apprentice
Line Manager	Yard Supervisor

Primary Responsibility

To ensure that the daily yard routine is adhered to and that the yard and all surrounding areas remain clean and tidy at all times. Ensure that equines are prepared for lessons in a timely manner including grooming and tacking up as required.

This job is a training role, training will be provided towards relevant vocational qualifications. Apprentices are required to work towards achieving NVQ and Key Skills qualifications.

Specific Duties

- Assist in ensuring that the daily routine and timetable are adhered to.
- Assist with catching – up, lesson preparation, feeding and turning out, ensuring that when applicable equines are correctly and appropriately rugged up.
- Ensure horses are checked when groomed for any injuries and report these to the Yard Supervisor or another suitable supervisor.
- Assist with ensuring the yard remains clean and tidy at all times with prompt removal of droppings from all yard areas, car park and driveway.
- Promptly and politely approach customers as they arrive on the yard and refer them onto the relevant member of staff.
- Assist with ensuring that equines are prepared in a timely manner for all lessons.
- Assist clients in the mounting and dismounting, particularly for group lessons.
- Assist with ensuring that tack is regularly cleaned as a minimum weekly and that laundry and any associated repairs are completed regularly.
- Ensure that at all times you apply safe working practices and if you believe there is an issue that requires attention or authorisation that you highlight this to a senior member of staff.

Notes :

- i) This job description is current as at the date shown above. In consultation with post holder it is liable to variation in order to reflect changes in the job.
- ii) In addition to the above, you may be required to undertake such other duties as the General Manager / Proprietor may require and as may reasonably be expected commensurate with role.
- iii) 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.