

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Equestrian Yard Worker

Closing date for application: midday, Monday 25 March 2024

Job Description – Equestrian Yard Worker

This is a residential post, as a requirement of the role is to carry out morning and evening checks of the yard. Although a local resident may be able to undertake the role. This role is predominantly based at the New Hall Park Farm site, although there may be occasions where the Equestrian Yard Worker is required to assist with horses based at the New Hall School site.

The Equestrian Yard Worker reports to the Head of Equestrian Centre and Estate Manager. They will work closely with Estate and Operations Department staff, to fulfil the responsibilities of the post.

Key responsibilities:

1 Horses

- 1.1 to assist with care of the School's horses, including mucking out stables, poo picking, feeding and watering horses, daily welfare checks, and bringing in and turning out from fields
- 1.2 to conduct daily assessments of equine health and behavioural concerns, including administering first aid
- 1.3 to assist with feeding, stabling and bedding, based on the individual health requirements of each horse
- 1.4 to assist with routine vaccinations, worming, farriery, dentistry, and other husbandry treatments
- 1.5 to be on call in the event of veterinary emergencies
- 1.6 to help with riding and stable management activities and lessons
- 1.7 to assist with lead rein lessons

2 Yard Work

- 2.1 to carry out general yard maintenance, including cutting grass, harrowing the manége, emptying manure trailers, and cutting hedges
- 2.2 to keep the Equestrian Centre clean and tidy, including cleaning tack and equipment
- 2.3 to assist with the receipt and organisation of deliveries, including hay, bedding, and feed
- 2.4 to assist with the general maintenance of the yard and fields, ensuring a safe environment and actively promoting safe working practices
- 2.5 to work with Estate staff to carry out proactive and reactive maintenance of the buildings and site

3 Equipment and Tools

- 3.1 to use specialist tools (full training will be provided, as required)
- 3.2 to use powered hand tools and light plant equipment, including mowers, strimmers, and hedge cutters, in addition to the usual range of hand tools and equipment, in accordance with Health & Safety guidance
- 3.3 to ensure all requirements, as specified by the manufacturer of systems and fixtures, are met
- 3.4 to service and repair equipment, where competent to do so, and ensure that tools and equipment are safe to use
- 3.5 to inform the Estate Administrator of equipment that is not safe to use
- 3.6 to drive School vehicles safely and responsibly

4 Responsibilities of the Site

- 4.1 to respond to emergencies around the site as a member of the Estate Team
- 4.2 to ensure pathways are salted, and are free from snow and ice during the winter months
- 4.3 to undertake any other duties deemed reasonable by the Estate Manager and/or Head of Equestrian Centre
- 4.4 to report any accidents and incidents to the Estate Manager and Health & Safety Officer, following School procedures, and to help identify ways to prevent reoccurrence

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy and Procedures at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL).

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

Person Specification

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • BHSQ Level 3 Care and Lunge, or equivalent (BHSAI); or Stage 3 Diploma in Animal Care with equestrian experience • GCSEs at Grade C+/4+, including Mathematics and English (or equivalent) • Full, clean driving licence 	<ul style="list-style-type: none"> • First Aid at Work • Licence to drive a horse box • Land based machinery licence • Chainsaw licence • Spray licence • Working from height training • Manual handling training
Experience	<ul style="list-style-type: none"> • Experience of working on a yard • Stable management skills • Experience of working with young people • Ability to administer First Aid to horses 	<ul style="list-style-type: none"> • Experience of teaching at all levels through Pony Club/Riding Club • Experience of riding at a competitive level • Experience of using power tools and tractors
Skills and Aptitudes	<ul style="list-style-type: none"> • Good communication skills • Basic IT skills • Strong organisational skills, including the ability to prioritise work tasks effectively • Ability to handle horses patiently, gently and confidently • Ability to take responsibility for the duty of care of horses • Physically able for manual handling and movement around 70-acre sites 	
Disposition and personal qualities	<ul style="list-style-type: none"> • Understanding of the importance of promoting and safeguarding the welfare of children • Integrity and ability to give clear and consistent witness to values of care, trust and respect • Self-starter, highly motivated, proactive and keen to learn • Ability to relate effectively to students • Approachability • Flexibility to adjust to change and development 	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. The Equal Opportunities Policy can be found on the website.

Virtual Tours

Click [HERE](#) to view our virtual tours.

Salary & Benefits

Salary

The salary range for this post is £30,000pa-£34,000pa (S6-10).

Accommodation

Rent-free accommodation is offered since it is a requirement of the role to carry out morning and evening checks of the yard. Consideration will also be given to candidates who live locally and wish to live offsite.

Hours of Work

Support staff generally work an average of 40 hours per week over the course of a calendar year. The Equestrian Yard Worker will be required to participate in an on-call rota across the week to provide emergency support. They may also be required to support School events such as Taster Days and internal riding competitions.

Equestrian and Estate staff are required to work on School Open Days, which usually take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. All staff are required to attend INSET (staff training) days.

In view of the nature of the role, you may be required to work additional hours for the proper performance of your duties, for which no further remuneration will be paid. A generous benefits package has been included to allow for the times when the working hours are increased. A degree of flexibility is required taking into account the nature of New Hall as a boarding school.

Holidays

The successful applicant will be entitled to 30 days' holiday per year, including bank holidays. This will increase to 35 days' holiday per year, including bank holidays, after five years' service. Holiday is subject to line manager approval.

Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Lunch in term time

When working at the New Hall School site, all staff are permitted lunch without charge in term time. This is subject to annual review.

Sport Club Membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights

Livery

As a member of Equestrian staff, the Equestrian Yard Worker is permitted to keep one horse, livery-free, at the Equestrian Centre. Any care or work relating to this horse must be undertaken outside of agreed working hours, and the cost of upkeep is covered by the member of staff.

Working at New Hall

New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 300, many of whom consider the School 'home', New Hall offers a fast-paced, varied and rewarding environment in which to work.



Views of New Hall (above left) and the staff room (above right), located in the main School building



Indoor swimming pool (above left) and Fitness Suite (above right), available for staff use



Denford Bar & Lounge (above), available for staff use

Living in Chelmsford

Some of the many benefits of living in Chelmsford

Chelmsford is a thriving city stretching across 132 square miles with a population of around 120,000 people. It was voted the Sunday Times 'Best place to live in the East' in 2018 and was listed as one of the top ten best places in the East of England in 2019.

Centrally located in Essex, Chelmsford is within easy reach of many miles of coastline, from Southend to Harwich, as well as varied countryside. Essex also holds the record as the driest place in the UK!

Culture and entertainment

There are no fewer than three theatres in Chelmsford: The Civic, The Cramphorn and The Old Court, providing a mix of music, drama, comedy, dance, talks, and lectures for all ages. Chelmsford City Museum collections include fine art, geology, industrial and military artefacts, housed at Oaklands House which sits within the award-winning Oaklands Park.

Hylands Estate, a prestigious Grade II* listed public park and neo-classical villa, is open to the public and holds seasonal music and theatrical events as well as farmers' and crafts markets, flower shows, and food festivals.

For movie-goers there is an 8-screen Odeon cinema and a comfortable Everyman, both in the city centre.

Cathedrals

Chelmsford Cathedral, an oasis of calm in the bustling city, offers regular worship opportunities in a beautiful building that dates back to the 13th Century boasting two organs and many specially commissioned pieces of art. Brentwood Cathedral, 15 minutes down the A12, celebrates Mass daily as well as promoting music events.

Shopping

A pedestrianised High Street, two shopping malls and the upmarket Bond Street area - including John Lewis - offer many shopping opportunities. There is also a daily market and Saturday market in the city centre. Further shopping can be found at several retail parks around the city.

Sport

The beautiful Hylands and Oaklands estates offer walking, cycling, and running opportunities and Chelmsford has a Sport and Athletics Centre in the Melbourne area of the city. The Riverside Centre has a 25m swimming pool, as well as an ice rink.

Further afield, Chelmsford City Racecourse holds regular meeting and events, and skiers can take advantage of Brentwood's dry ski slope.

Eating out and local food

Food lovers are well catered for in Chelmsford, with an excellent range of local restaurants including The Lion Inn at Boreham, the Bib Gourmand winning Galvin Green Man in Great Waltham, Mrs Salisbury's tea rooms in Maldon, and The Wine Cellar on Duke Street.

For local farm produce, look no further than Lathcoat's Farm in Chelmsford, Jamie's Fruit & Veg in Danbury, Tiptree Jam Factory, and the White Elm Garden Centre & Tea Room, Bicknacre.

Transport links

Chelmsford is just 35 minutes on the train from London and a new rail station at the foot of New Hall's Avenue is due to open in 2024/5 giving even easier access to the capital.

A video about the road and rail infrastructure can be viewed [here](#).

The Crossrail connection at Shenfield (15 minutes' drive down the A12) offers transport across London to Heathrow or Berkshire. For travel further abroad, London Stansted airport is 30 minutes' drive from Chelmsford and both Southend and London City airports are also close by.



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