



JOB DESCRIPTION

Job Title: Administrator to the Stables Department

Job Purpose: The purpose of the role is to assist the Yard / Stable manager with the administration of the yard. Specialty to assist the Yard/ Stables manager to ensure compliance with all school policies and procedure, to ensure the yard is run efficiently and supports the ethos and values of the school.

Responsible to: Yard Manager

Main Duties & Responsibilities:

- Assisting with daily correspondence in conjunction with yard / stables manger
- Keeping all records and policies up to date
- Organising trips and events
- Assist the yard manager with the efficient running of the stables office
- Liaise with the school, finance department, parents and outside organisations
- Ordering supplies
- Maintaining records of staff hours worked where staff are not on fixed contracts or contractual hours need to flexible
- Maintaining records of student attendance for lessons, waiting lists and the recruitment process
- General admin duties
- Being flexible in approach and tasks undertaken
- Assisting the stable manager with maintaining all records and reporting on stables activity as and when required
- To contribute to the overall ethos and aims of the school.

Person specification:

Criteria	Essential	Desirable
Qualifications	GCSE in English & Maths	
Knowledge & Skills	Good computer skills Good communication and organisational skills	
Experience	Admin experience	Experience with horses Experience with working with children

Personal	Hardworking Enthusiastic Good team player	
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The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.