



Job Description



Job Title:	Groom
Department/Team:	Field/Animal Operations
Location:	Animal/Equine Centres
Line Manager's Title:	Animal/Equine Centre Manager

1. Overall Job Purpose

Provide care for Equines in the Centre and maintain administration procedures in use.

2. Structure

See Establishment Structure Charts.

3. Key Tasks/Job Description

- Ensure all Health and Safety measures and procedures are observed and adhered to. Employ safe methods and use of equipment as necessary and to assist/advise veterinary surgeon and farrier as required.
- Monitor physical condition and behaviour patterns of equines and report any abnormalities to the Centre Manager/Supervisor/Yard Manager, assisting veterinary surgeon and farrier as required.
- Clean, disinfect and maintain to a standard set by management equine accommodation, yards, exercise areas and paddocks, feed room, tack room, laundry and storage facilities, staff facilities tack and rugs, including maintenance.
- Follow instructions as laid down by management, prepare and provide food and water for all equines in the establishment. Undertake grooming and bathing, including foot care.
- Follow and adapt training programmes as appropriate to individual horses, including earning trust, leading in hand and basic stable manners, lunging and long reining, breaking, schooling and riding.
- Carry out health checks on equines, including visual observation and physical inspection of body condition for signs of ill health or abnormalities. Taking

temperature, pulse and respiration rates. Administering wormers and other treatments and medications as directed.

- Maintain all records accurately and legibly as required by management, ensuring security of information at all times.
- Report any faulty lighting, heating, drainage etc to management. Maintain all equipment correctly and report any damage or faults. Periodic interior decoration of buildings as required. Ensure security of buildings and exercise areas.
- Maintain good public and work relations, assisting with fundraising/Open Days. Liaise with colleagues in other departments/RSPCA Branch workers/volunteers
- To undertake other duties as required by the Centre Manager/Supervisor/Yard Manager.

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the Society Code of Conduct.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.

4. Person Specification

Please see person specification attached (appendix A)

This job description is a statement of the job content required as of September 2017. It should not be seen as precluding future changes.

PERSON SPECIFICATION**Groom**

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	Good general standard level of education. NVQ Level 2 or 3 in Equine Care/BHS qualification.	Trailer pulling.
EXPERIENCE	In-depth knowledge and experience of equine care and husbandry. Some breaking/schooling/rehabilitation experience, preferable with problem equines. Competent riding ability.	
SKILLS AND COMPETENCIES	Good literacy skills. Good communication skills.	
PERSONAL QUALITIES	Team player.	
SPECIAL CIRCUMSTANCES (if any)		