

# Riding School Assistant



## Department: Riding School

### Our Organisation

Ferring Country Centre is a charity providing support to people with learning disabilities. Having started in 1986 with 12 beneficiaries we have expanded over the years and now provide services to around 130 beneficiaries each week.

Our organisational mission is:

*"To support people with learning disabilities to grow their independence, connect with others and create a good life."*

In addition to our Day Service our Garden Centre, Ranger's Café, Gift Shop, Dales Farm, and Riding School are open to the general public, seven days per week. This allows everyone to share our beautiful site and excellent facilities and allow those we support the opportunity to develop social and customer service skills in a safe and supported environment.

### Line Management

Riding School Manager.

### Purpose of Role

To assist the Riding School Manager in the day-to-day running of the yard and BHS Approved Riding School which offers group lessons, private lessons and hacks along with riding therapy sessions offered to adults and children with a disability.

To maintain a clean and tidy yard, offering an excellent standard of horse welfare at all times and to ensure the yard is a safe area for everyone who attends the Centre. This is a sole yard role although other members of staff will be onsite.

### Summary of Role

- Normal hours will be 14.5 per week, working Thursday and Friday evenings from 3:30pm to 7:00pm and Saturdays 08:00am-04:00pm (to include a half hour unpaid break on Saturday) Flexibility will be required to cover for staff annual leave and other events.
- Successful applicants will be subject to an enhanced Disclosure and Barring Service (DBS) check.
- Ferring Country Centre is an equal opportunities employer.

### Key Responsibilities

- To ensure the horses are well cared for and all daily needs are met.
- To work with the Riding School team to ensure horses have been checked and attended to daily.
- To ensure all daily jobs are done.
- To ensure horses are ready and presented on time for all lessons, either Riding School or Therapy.
- To check all equipment is well maintained and fit for purpose. This includes vehicles, tools and horse equipment.
- To ensure the yard and surrounding environment is clean and tidy at all times.
- To complete stock checks and report what is needed for ordering to the Riding School Manager.
- To cover yard duties where required.
- To report any issues/concerns to the Riding School Manager.
- To work with the volunteer team and guide them to ensure all tasks are completed.
- Any other duties reasonably required by the organisation.

### Key Information

Hours: As per summary of role  
Shifts: As per summary of role  
Salary: Band 1 or 2 (dependent upon age)  
Contract: Permanent, subject to 6 month probation  
DBS: Subject to an enhanced DBS check

### Contact Information

Telephone: 01903 245078  
Email: Jackie.simpson-lee@ferringcountrycentre.org  
Website: www.ferringcountrycentre.org

## A Charity Supporting People with Learning Disabilities

Patron | Georgina, Duchess of Norfolk

Tel : 01903 245078 | Website [www.ferringcountrycentre.org](http://www.ferringcountrycentre.org)

Registered charity no. 297286 | Company limited by guarantee in England no. 02086358



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## Person Specification

Qualifications	Essential	Desirable
Recognised industry equestrian qualifications		Y
Good general level of education, including basic reading and writing skills	Y	
Commitment to undertake further training as required	Y	
Holds full driving licence		Y

Experience	Essential	Desirable
Industry experience of working in and equestrian environment/college or riding school. Sound equestrian skills and knowledge.	Y	
Experience of working with people with learning disabilities		Y
Experience of working in a role that requires planning and organisation		Y
Experience of working independently in a role	Y	
Customer service experience		Y

Knowledge and Skills	Essential	Desirable
Interpersonal, written and verbal communication	Y	
Basic level IT skills (Microsoft Office)	Y	
Time management	Y	
Ability to build effective working relationships	Y	

Personal Attributes	Essential	Desirable
Flexible, enthusiastic and committed	Y	
Self-motivated and resourceful	Y	
Respectful and understanding of diversity	Y	
Calm and resilient	Y	

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