

Information for applicants

Yard Groom

Closing date: 11th September at Noon



About Milton Abbey School

Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents means that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and the encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

James Watson | Headmaster

Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils."

| **Milton Abbey School teacher**

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary."

| **Parents of a Sixth Form student**

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond."

| **Sixth Form student**

"Milton Abbey has been the making of our son. From the teachers to the Boarding House team, and the friends he has made for life. It truly is a fantastic school."

| **Parents of a Lower School pupil**

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the school – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the school boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the school.

Our management structure and ethos

The school is run by the Head, supported by a Senior Deputy Head and three Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the School. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 200 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

JOB DESCRIPTION

JOB ROLE:	Yard Groom
RESPONSIBLE TO:	Director of Land Based Studies
JOB PURPOSE:	To assist in the weekly day to day running of the school stables and the daily care of all the horses and farm livestock.

There may be the possibility to undertake this as part of an apprenticeship once in role.

Duties and Responsibilities:

Specific responsibilities include but are not limited to the following:

- To assist with the running of the school stables including (but not limited to)
 - Responsibility for the care, mucking out, grooming and feeding of all equines, keeping welfare logs as required.
 - Turning out of equines.
 - Lunging, hand walking or exercising.
 - Handling equines for the veterinarian or farrier during medical and other treatments.
 - Administering veterinary medicines/supplements and appropriate bandaging as required and keeping records for welfare purposes when required.
 - Keeping track of a number of consumables such as feed, bedding and veterinary items
 - Ensuring the safe storage and cleanliness of tack, riding equipment, medicines and chemicals
 - Keep stables clean, swept and tidy at all times
- Assisting teaching staff in preparation for practical lessons and riding lessons – preparing tack, setting up tasks and clearing away
- Complying with relevant legislation and codes of practice in all respects including First Aid delivery to horses
- Help organise and facilitate movement of horses on and off the stables including the keeping of accurate records for audit purposes
- Prepare the equines for competition or show events. This may include bathing, plaiting up and trimming
 - Preparing the equine for travelling.
 - Load and unload the equines from a trailer or horsebox
 - Prepare the box for travelling. This may include; loading the correct tack, first aid kit, rugs, food, hay, water etc.
- To carry out paddock/field maintenance for the farm and stables and assist the Director of Land Based Studies in maintenance planning.
- Maintaining a safe field environment for all equines by
 - Removing droppings
 - Daily checks of water, fencing and land for poisonous plants

- Ensure that there is enough grazing and the correct amount of land for all the equines
- Keep horses in the correct allocated fields as designated by the senior staff.
- Keep the yard and stable areas tidy and help maintain equipment and resources
- Organisation of rugs, including; storing and name tagging them to the appropriate horse, care for any stored equipment
- To attend department and school meeting and Inset days
- To provide weekend cover to undertake routine duties of the stables/care of the horse/farm animals
- Embark on Continuing Professional Development when the opportunity arises and attend Inset training for staff as directed by the Senior Deputy Head
- To carry out such other reasonable duties as directed by the Director, The Senior Deputy Head or Headmaster

Person Specification

Specification	Essential	Desirable
Experience & Qualifications	• A good standard of general education - GCSE or equivalent. • Proven experience handling horses. • Competent in basic yard duties • Mucking out and feeding skills.	• BHS Stage 1 or equivalent. • Experience with young or difficult horses
Skills & Knowledge	• Ability to work unsupervised • Ability to work to written and/or verbal instruction. • Knowledge of horse health signs. • Safe rugging techniques • Ability to follow strict protocols and requirements. • Health & Safety & COSHH training, awareness	• Safe and industry standard bandaging techniques. • Plaiting and clipping skills • Basic first aid for equines.
Personal Attributes	• High level of physical fitness. • Reliable and punctual time management. • Ability to work in extreme weather. • Good interpersonal skills and able to communicate effectively • Flexible approach to working when challenges are faced	• Calm demeanour under high stress. • Effective team worker, able to work with and support others in a team role. • Excellent communication skills with clients.

TERMS OF APPOINTMENT

The following provides guidance, without prejudice, on the likely main provisions of a Contract of Employment. Contracts for each appointment will be bespoke to the role.

Term Dates:	This position is a year-round post
Hours:	Part-time 28 hours per week 5 days out of 7 – full-time will also considered.
Salary:	A competitive salary is offered to the successful candidate depending on experience and qualification.
Holiday:	5 weeks holiday pro rata based on hours worked
Probation:	The position is subject to a 16-week probationary period.
Pension:	A contributory pension scheme will be available including life assurance and sickness insurance.
Medical Fitness:	Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.
Criminal Check (DBS):	As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.
References:	In addition, all new employees are required to provide two satisfactory references from two separate sources, one of sources should be from a previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV but applications by CV alone will not be considered.

Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Headmaster, Mr James Watson and send the letter, application form and any supporting paperwork to;

By post

Chantilly Arbenz
Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Invitation to Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, one of which should be a birth certificate, the second should be a form of photographic ID (i.e. current photocard driving licence, passport).
- Proof of address documentation, (i.e. a utility bill or financial statement issued within the last three months showing current name and address).
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation (e.g. marriage certificate, to confirm change of name).
- Where candidates have worked overseas, or who do not hold British Citizenship, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.