Equine Facilities Assistant

Reports to: Headteacher
Contract: Permanent, Term Time only
Location: Medway

Purpose of the Role

The Equine Facilities Assistant supports the smooth, safe, and efficient running of the yard by carrying out daily equine yard duties and undertaking general site maintenance. This role combines hands-on animal care tasks (e.g., mucking out and yard hygiene) with practical maintenance jobs (e.g., fencing, painting, minor repairs, and pressure/jet washing), underpinned by strong health & safety standards and pride in presentation. Under the guidance of the Equine Coach, weekly and daily tasks will be set to complete.

Key Responsibilities

Yard & Horse Care (Non-riding)

- Muck out stables to a high standard; skip out and bed down as required.
- Feed, water, and hay/haylage horses following set routines and instructions.
- Maintain clean, safe yard areas: sweep, disinfect, and manage muck heaps and waste.
- Prepare and maintain paddocks: poo-pick, replenish water, check gates/field shelters, harrowing the fields at appropriate times of the year.
- Assist with horse movements (turnout/bring-in), always prioritising safety and welfare.
- Monitor horse well-being and report concerns (e.g., injuries, illness, hazards) promptly.
- Following direction from Equine Coach, duties such as grooming, lunging and long lining the school horses.

Health, Safety & Compliance

- Follow all yard Standard Operating Procedures, risk assessments, and safe systems of work.
- Use PPE correctly and maintain safe working practices (manual handling, ladder safety, machinery use, biosecurity).
- Keep COSHH substances and tools/equipment stored and labelled appropriately.
- Conduct and document routine checks (e.g., yard walkarounds, hazard reporting).
- Maintain safe access routes and emergency exits; keep fire points clear and checked.

Site Maintenance & Presentation

- Fencing: inspect and repair post-and-rail, electric tape/rope, and field gates.
- Painting, staining, and weatherproofing timber, rails, and buildings.
- Minor repairs: hinges, latches, stable hardware, gutter clearing, mesh repairs.
- Pressure/jet washing of stables, yards, vehicles, trailers, and walkways.

- Groundskeeping: strimming, mowing, hedge tidying, weed control in non-horse areas as well as in the horse paddocks.
- Surface care: top up and rake arenas/walkways (as trained), manage drainage channels.

Equipment & Stores

- Safely operate and maintain tools (pressure washers, strimmers, blowers, drills).
- Keep maintenance stores organised, track hay, feed and bedding levels and request replacements.
- Support deliveries and feed/bedding storage, ensuring correct stacking and rotation.
- Organise, clean and store horse equipment such as rugs, grooming kits etc

Person Specification

Essential

- Solid practical skills and willingness to do physical, outdoor work in all weather.
- Experience in general maintenance or a hands-on yard/grounds role.
- Understanding of basic equine yard routines and safe horse handling.
- Strong health & safety awareness; follows procedures and reports issues.
- Reliable, punctual, and able to work independently and as part of a team.
- Good communication skills and attention to detail.
- Experience in handling and training young horses.
- Confident and capable of handling big and strong horses.

Desirable

- Previous work on an equine yard or agricultural setting.
- Basic DIY skills (carpentry/repairs/painting/fencing).
- Driving licence
- First Aid at Work and/or equine first aid.
- Basic training in manual handling, ladder safety, COSHH, and safe machinery use.

Physical & Role Requirements

- Able to lift and carry (e.g., feed sacks up to 20–25kg) and perform repetitive tasks.
- Comfortable working outdoors year-round.
- Lone working outdoors year-round for some of the working week.