

# JUDDMONTE

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## JOB SPECIFICATION

<b>Job Title:</b>	Assistant Stud Groom
<b>Reporting to:</b>	Stud Groom and Estate Manager
<b>Location:</b>	Estcourt Estate, Gloucestershire
<b>Hours of Work:</b>	Monday to Friday 07:30 to 16:30 Alternative weekends as required Additional hours as required for the proper fulfillment of duties

### Job Purpose

This role enjoys a position of responsibility and requires good management skills on a day-to-day and personal level. It provides support to the Stud Groom/Estate Manager in the effective use of staff and care of stock in line with their instructions, Company and health and safety procedures.

### Key Responsibilities

- Assist with the organisation of the day-to-day running of the farm/stud, and be the lead in the Stud Groom/Estate Manager's absence including:
  - Management and allocation of staff duties.
  - Management of resources e.g. weekend rotas, holiday cover, general queries etc.
  - Liaison with the stud office regarding stock movements and stock control.
  - Liaise and assist staff with queries/issues
  - Assist the vet on rounds
- Provide assistance to the Stud Groom/Estate Manager with any foalings.
- Attend and oversee day and night coverings
- Daily, evening rounds which involve checking stock and attending to minor problems i.e. re-bandaging etc; notifying the Stud Groom/ Estate Manager of any significant details to ensure a smooth transition to the Nightwatch team is maintained.
- Assisting Stud Groom/ Estate Manager with teasing duties. Leading teaser around the farm and presenting to mares.
- Day to day husbandry and handling of stock as per stud hand position.
- Preparation of stock for sales
- All other activities generally required as part of looking after thoroughbred horses
- Other general maintenance and tidying duties e.g. washing paddock drinkers and keeping the yards and work areas clean
- Work in accordance with instruction and good health and safety practice

The above list is not exhaustive and may include other duties as required from time to time.

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## **Person Specification**

### **Essential**

Confidence to manage people and delegate tasks

Excellent horsemanship skills

Attention to detail

Confidentiality when dealing with employee issues

Strong interpersonal/communication skills

Enthusiastic, flexible and professional attitude, with an organised approach to their work, and a strong work ethic

Conscientious individual who enjoys working as part of a team

Knowledge and awareness of good health & safety practice

Willing to undertake additional training as required by the role

Full UK Driving Licence

### **Desirable**

Computer skills – occasional requirement to use MS Excel, MS Word, JEM, Natural HR

Has some knowledge of, or experience in, administering routine vet meds/treatments

Has some experience of foaling, or has the willingness to learn (essential)