

Yard Assistant Job Description

Revision Date: March 2021

1. Purpose

The purpose of this document is to set out the main aspects of the job within NCE Ltd. It will not be an exhaustive list of all aspects but should set out the overall expectations of the role from NCE Ltd. and define the main requirements for the jobholder.

2. Job Title

Yard Assistant (fixed term contract 12 months)

3. Location

Newnham Court Equine

4. This position reports to:

Nursing Manager

5. Hours:

25 hours per week worked between the hours of 8am and 1pm Monday – Friday.

The role holder will be part of the weekend and bank holidays rota

Other hours may be required in accordance with the business needs.

6. Main Aspects of the Job:

- a. **Role Overview** – to provide care and welfare to horses admitted to the clinic to ensure the smooth running of NCE Ltd. You may be required to carry out tasks in other teams and occasionally at other sites such as clients' premises.

The main aspects of the role include (but are not limited to):

- Introducing yourself to owners/clients as horses are admitted to the clinic.
- Mucking out, taking wheelbarrow loads to muck heap.
- Ensuring adequate bedding for horses and carrying bedding to stables.

- Ensuring horses have adequate clean and fresh water.
- Feeding and administering oral medications to horses under the instruction of the Line Manager.
- Carrying hay or haylage to stables.
- Responsible for general maintenance of the yard, such as strimming, mowing and painting stables etc.
- Paddock maintenance including collecting horse droppings.
- Use of any machinery associated with the position.
- Assisting with intensive care cases in isolation.
- Checking all horses are identified appropriately and replace any missing tags.
- All aspects of handling different horses (including colts/stallions/foals), e.g. movement of horses between boxes, trot-up areas and exam rooms/theatre.
- Holding horses for veterinary inspection/veterinary procedures.
- Trotting up and lungeing horses for lameness investigation.
- Ensuring each in-patient is groomed and feet picked out every day.
- Ensuring horses are clean and tidy before they are discharged or communicating this need to the yard/nursing team. You will be required to groom cases, wash legs off, pick feet out at end of day or prior to their discharge.
- Liaise with Nursing Team and vet in charge of case at any time during the horse's admission/discharge and whilst resident at NCE Ltd. regarding any concerns you may have to the needs/welfare of that horse.
- You may be asked to apply stable bandages to in-patients, at the discretion of the nurse or vet in charge of the case. Appropriate training will be given.
- Responsible for adhering to Infection Control procedures and ensuring compliance procedures in place, advising owners to follow biosecurity protocols in relation to infection control and COVID.
- Follow post discharge Infection control procedures.
- Steam cleaning stables and ensuring that stables are maintained in clean state, i.e. wipe blood/diarrhoea/medications from walls.
- Completing in-patient feed and care sheets with feed, urination/defaecation/medication information and notify nurse/vet in charge of case with any problems or changes.

- Complete timesheets accurately and submit to Pharmacy Manager.
 - Responsible for general cleanliness of the yard areas in which you work and participating in daily and weekly cleaning procedures when appropriate and in conjunction with your colleagues.
 - All NCE Ltd. staff are required to have a flexible approach to their duties and may, at any time, be required to cover absence and illness in closely associated departments across the site, sometimes at short notice including general horse care.
 - Any other duties reasonably requested by the Director.
7. **Organisation Structure:** see employee handbook.
 8. **Appraisals:** NCE Ltd. aims to complete appraisals on an annual or biennial basis. Probationary reviews are held on or around three months from the start date.
 9. **Confidentiality:** All staff are required to ensure confidentiality is maintained at all times
 10. **Health and Safety:** It is the responsibility of all employees to ensure that Health and Safety requirements are followed at all times in accordance with the Employee Handbook and the Health and Safety Policy

Newnham Court Equine complies with the General Data Protection Act when processing personal data. For information on how your data is held and used please refer to our Data Protection Policy on the company website. Hard copies can be obtained from the practice.

