



# Blundell's

FOUNDED 1604

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Head of Equestrian
<b>Department:</b>	Co-Curricular
<b>Report to:</b>	Deputy Head Co-Curricular
<b>Date:</b>	September 2024

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### ROLE

To manage the Blundell's Equestrian Team, choosing the most suitable riders and ensuring that all rides have the opportunity to compete at their level.

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### SUMMARY OF DUTIES

- To enter teams and individuals for events and competitions.
- To complete all administration for events to include registration and payment for entries.
- To provide the Finance team with relevant information to enable parents to be accurately charged.
- Liaise with parents and riders regarding logistics for competitions and events.
- Provide the Deputy Head of Operations with key competition and event dates in advance.
- Work in partnership with the Sports Administrator to ensure all fixtures are added and are accurate on SOCS and in the calendar.
- To supply information to the school's various notices and publications, to enable promotion of the school's sporting activities.
- Ensure all Health & Safety policies and risk assessments are updated and completed in conjunction with the Deputy Head Co-Curricular.

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### PERSON SPECIFICATION

#### Essential Qualifications and Experience

- Excellent equestrian knowledge
- Experience of NSEA events
- Strong organisational and administration skills
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Ability to deal with challenging situations

#### Desirable

- Experience of working in an Independent School
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

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Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_