



ST PETER'S • CAMBRIDGE

*Leading Independent School, inspiring students through Body, Mind and Spirit with a passion for holistic learning and lifelong intellectual enthusiasm.
Co-educational, Years 7-13, Day and Boarding, Set in 34 hectares*

Equestrian Assistant (Permanent Part-time)

Do you have an interest in young people and horse management?

Are you a practical person who enjoys being outdoors?

St Peter's School is looking for a part-time equestrian assistant who is able to work a minimum of 12 hours per week, including during the School terms and holidays, with some weekend work by arrangement.

Day to day duties will include:

- Managing horse health, lameness, injuries, grazing etc.
- Supervising and advising students
- Operating the paddock vacuum to remove manure
- Driving a small truck
- Ensuring the gear and facilities are maintained in good order
- Reporting on any breakages in troughs, fences, horse covers etc
- Carrying out minor repairs
- Assisting with other tasks as required

This permanent, part-time position is to commence in February 2012.

For further information, please view our website for a Job Description and Application Form or contact Kay Hogan on 07 827 9899 ext. 729 or email kayh@stpeters.school.nz.

Application is by CV, covering letter and application Form. Applications to be sent to Mrs Ruth Taylor, HR Administration Manager. Email ruth@stpeters.school.nz or post to address below.

Closing date Wednesday, 15 February 2012.

ST PETER'S SCHOOL • PRIVATE BAG 884 • CAMBRIDGE 3450

WWW.STPETERS.SCHOOL.NZ



ST PETER'S
CAMBRIDGE

JOB DESCRIPTION

Equestrian Assistant

RESPONSIBLE TO	Director of Equestrian (Day to Day Supervisor) Sports Manager (Employing Manager)		
DATE	February 2012	TENURE	Permanent
HOURS	Part-time, 12-25 hours per week, depending on school term.	PAY	\$15-\$20 per hour
FUNCTIONAL RELATIONSHIPS	<p>Internally</p> Director of Equestrian Equestrian Academy Students Sports Manager Farm Manager Events & Development Coordinator Grounds staff	<p>Externally</p> Parents and Caregivers Suppliers & Contractors Individuals and groups hiring the facilities Veterinarians	
OBJECTIVES	<ol style="list-style-type: none"> To manage the grazing conditions, health and welfare of the on-site horses at St Peter's School. To provide quality education for the students in the Equestrian Academy. To ensure that all the facilities and equipment associated with the Equestrian Academy are well managed and maintained. To assist and educate the students in all the above aspects. 		
DUTIES	TASKS	EXPECTED RESULTS PERFORMANCE INDICATORS	
	To oversee grazing of horses to maximise feeding potential	Methods of grazing used provide horses with adequate feed. Pasture is maintained, damage is minimised and supplementary feed is given when necessary. Paddocks are vacuumed every week day and a minimum of one day on weekends.	
	To meet horses health requirements	Horses are kept in good condition and health, minor ailments are promptly attended to, and vets are called when necessary.	
	To educate students and assist them to progress at their own level	Students are given a sound education which increases their understanding and improves their horse management skills.	
	To maintain the facilities in good working order	Sand arena is watered as necessary, jumping equipment is kept in good repair, interior and exterior of buildings kept neat and tidy. Assist in setting out gear.	
To assist the students in all aspects of caring for their horses and the facilities	Students are organised and assisted to carry out practices which ensure their horses and the facilities are kept in a sound and well-presented state. Professionals are contacted in a timely manner when necessary.		

Equestrian Assistant

HEALTH AND SAFETY	
The hazards which the successful applicant may be exposed to in the course of undertaking these duties include:	
Chemical	Horse drench, anti-parasite wash, weed sprays
Plant/Equipment	Tractor, trailer, truck with tip tray, harrows, water hoses, paddock vacuum cleaner and irrigator
Biological	Horses
Physical	Horses
Environmental	Exposure to weather, rough ground, sand surface, dust.
Other/Tasks	Lifting gear & equipment.
<i>Note: This is not intended to be a comprehensive list of all hazards relating to this position.</i>	
CONDITIONS OF EMPLOYMENT:	
Staff at St Peters School are employed under the following employment contract:	
<ul style="list-style-type: none">• Individual Employment Agreement	
Copies of the Employment Agreement are available from the HR Administration Manager. You are required to abide by all school policies and procedures.	

PERSON SPECIFICATION

	ESSENTIAL	PREFERRED / DESIRABLE
Education/Training <i>Eg. Professional registration, degree, diploma, drivers licence, etc</i>	Drivers licence Minimum of 3 years successful experience managing and grazing horses. Skills and knowledge equivalent to NZPCA H certificate level or equivalent.	NCE sport-horse, racing or breeding. NZPCA B or H Certificate. NZEF CC or Gr 1. NZPCA ECTP "C" Coach BHSAI, or equivalent.
Experience/Knowledge	Extensive working knowledge of sport-horse industry.	Some experience with sport-horse disciplines.
Skills	Good communication skills Personable, relating well to students, staff, Parents, suppliers. Practically minded and able, e.g. building show jumping course, worming horses etc. Ability to organise and implement rosters and supervise students.	
Attributes/Abilities	An interest in the sport-horse industry. Interest in assisting students. Attention to detail. Good time management skills. Effective team player.	
Physical <i>Eg. physically able to lift and move heavy furniture, must be able to do repetitive work, etc</i>	Able to work outside in all weathers. Ability to lift heavy objects (e.g. jumps, feed, hay). Ability to walk over uneven terrain. Ability to capably work with and handle horses.	

The following on the job training will be provided:

Tractor driving, truck driving and operation of tip-tray, use of harrows, paddock vacuum cleaner, operation of irrigator.

HR DEPARTMENT



Application for Support Staff Position

Please fill in this form and return it, together with your CV and any other material you consider relevant to:

The HR Administration Manager
 St Peter's School, Cambridge
 Private Bag 884
 CAMBRIDGE

Your application, CV and any other material you include cannot be returned, please do not send folders or original documents.

This form (and any material you provide with it) is a source of information which will be used in considering your suitability for the position for which you are applying. Failure to supply the information requested may prejudice the School's ability to assess your suitability. If your application is successful, the information will form part of the School's personnel records which are currently held in the Human Resources Office. You will be entitled to access the information on request to the School's privacy officer. Information relating to unsuccessful applicants is destroyed. The above statements are made in accordance with the Privacy Act 1993.

PERSONAL INFORMATION			
Position applied for:			Vacancy No:
Title		First or given names	
Surname or Family Name		Preferred Name:	
Full Postal Address			
Home Phone		Work Phone	
Fax		Mobile	
Email			
REFEREES			
Please provide the names of two or three referees whose consent has been obtained and who may be contacted for a confidential reference. (Where possible, at least one or two of the referees should be able to give work-related information and should have supervised or been senior to you in your current or most recent employment.)			
Referee 1			
Name			
Full Postal Address			
Phone		Fax	
Email			

Referee 2			
Name			
Full Postal Address			
Phone		Fax	
Email			
Referee 3			
Name			
Full Postal Address			
Phone		Fax	
Email			
AVAILABILITY			
Date available to start or period of notice required in current employment			
LEGAL ENTITLEMENT TO WORK IN NEW ZEALAND			
If not, do you have a current Work Permit/Visa?	YES	NO	
Expiry Date			
HEALTH AND SAFETY			
The following information is required to assist the School to meet its obligations under the Health and Safety in Employment Act 1992 and the Injury Prevention Rehabilitation and Compensation Act 2001, and to assess your ability to perform the duties of the position safely.			
Do you suffer from or have you suffered from any injury or medical condition caused by gradual process, disease or infection (eg repetitive strain injury, occupational overuse syndrome, back injury or strain, hearing loss, sensitivity to chemicals) which this job may aggravate or contribute to?	YES	NO	
If you answered 'Yes' please provide details			
Do you have any health condition which could affect your ability to do this job?	YES	NO	
If you answered 'Yes' please provide details			
CRIMINAL RECORDS			
As an educational institution those working within the School are placed in positions of trust. The School therefore requests that you answer the following questions.			
The School may decide to check your record for criminal convictions and/or your credit status. Do you consent to such a check?	YES	NO	
Have you ever been convicted of a crime in New Zealand or in any other country?	YES	NO	
Are there any charges against you yet to be heard?	YES	NO	
If you answered 'Yes' to either or			

both of the above questions please provide details:				
STATISTICAL INFORMATION (OPTIONAL)				
Where did you hear of this vacancy? (please circle one)	Website	Waikato Times	NZ Herald	Other
Other, please specify				
Gender (please circle one)	Male		Female	
Ethnic Identity (please circle one)	European	Maori	Pacific Islander	Other
Other, please specify				
Do you live with the effects of injury, long-term illness or disability / disabilities?			YES	NO
If you answered 'Yes' what do they effect (e.g. movement, hearing, speech)				
DECLARATION				
<p>I consent to the School seeking verbal or written information about me on a confidential basis from the referees I have nominated and authorise the information requested to be released. I understand that the information will be supplied in confidence as evaluative material and will not be disclosed to me.</p> <p>I have disclosed any illness or injury which I believe might affect my capacity to undertake the duties involved in this position safely.</p> <p>I hereby certify that all the information given orally and in writing by me for my application is true and correct. I understand that if I have given incorrect or misleading information, or if I have left out any important information, I may not be considered for appointment, or if I am appointed, my employment may be terminated.</p> <p>Signature: _____ Date: _____</p>				

FOR OFFICE USE	
<input type="checkbox"/> Application Received _____	<input type="checkbox"/> Acknowledged _____
<input type="checkbox"/> Short Listed Y / N _____	<input type="checkbox"/> Interview _____
<input type="checkbox"/> CV Destroyed _____	<input type="checkbox"/> Offer / Decline _____
<input type="checkbox"/> Employment Form _____	