



Weekend Equestrian Centre Assistant

Commencing Term 2, 2023

The Hamilton and Alexandra College is a leading regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

A permanent weekend Equestrian Centre Assistant position is available, commencing Term Two, 2023. The College has a future focused academic program that nurtures and develops the growth of the whole child, providing opportunity to pursue and develop passions and to achieve the highest standard of which they are capable of.

Staff at The Hamilton and Alexandra College are a team of highly skilled, specialised and committed teachers and educational support team members. College is proud of its rich history of strong academic accomplishment and every student is known, valued and challenged.

ROLE RESPONSIBILITIES

We require a passionate and flexible person who would be prepared to work in our Equestrian Centre coordinating and overseeing practical activities.

Our Equestrian Centre is well established with excellent facilities for teaching riding skills.

This position is created to assist the Director of Horsemanship. The position will involve 4 hours per week, with some additional hours by agreement for the conduct of specific events. The hours of the position are Saturday- Sunday 6:30am – 7.30 am and 3:00pm – 4:00pm during school term time. Additional hours may be required when the College is conducting events.

THE APPLICANT SHOULD;

- Have or be willing and eligible to gain a Working with Children Check.
- Have or willing to gain a Level 2 First Aid.
- Be a skilled horseperson.
- Be organised and able to self-manage.
- Be available in the morning and late afternoons during weekends in school term time, and “on-call” for emergencies and sick leave replacement at other times.
- Enjoy a challenge and be self-motivated.

DUTIES REQUIRED:

- Checking the state of horse boxes, paddocks, walk in walk out stable and day yards
- Keeping paddocks free of manure, manure piles keep tidy, well stacked and wheel bins emptied weekly.
- Keeping the grounds clean and well maintained.
- Checking re maintenance and reporting any maintenance requirements to the Director of Horsemanship.

WWW.HAMILTONCOLLEGE.VIC.EDU.AU

Senior and Middle Years 1 Chaucer St Hamilton Vic 3300 E reception@hamiltoncollege.vic.edu.au P +613 5572 1355

Junior School Cnr Kent Rd and McArthur St Hamilton Vic 3300 E jsreception@hamiltoncollege.vic.edu.au P +613 5571 1066

Postal Address PO Box 286 Hamilton Vic 3300

ABN 87 006 456 266 ACN 006 456 266

- Overseeing the arrival and settling of horses new to the Equestrian Centre so that the health and safety of other horses is secured, as required
- Dealing with phone calls from parents and/or students relating to arrangements for care or arrival of their horses on the weekend
- Care for all College school horses/ ponies and student horses that have been booked in for the weekend
Eg: Feeding, Rugging, Health, and Wellbeing.
- Ensuring the safety of students and horses at all times.
- Assisting with the Western District Interschool Equestrian Championships, Inter-house Dressage and Show jumping Inter-Primary Games Day and other competitions.

A SAFE AND SUPPORTIVE WORKING ENVIRONMENT

The Hamilton and Alexandra College is a child safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants will be required to hold a current Working with Children Check or willing to obtain one.

APPLICATIONS

Applications must include curriculum vitae and day and after-hours contact details of three professional referees.

Address applications to: Business Manager

Email: admin@hamiltoncollege.vic.edu.au

Due date: Friday March 24th.

****Earlier applications are welcomed.****

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