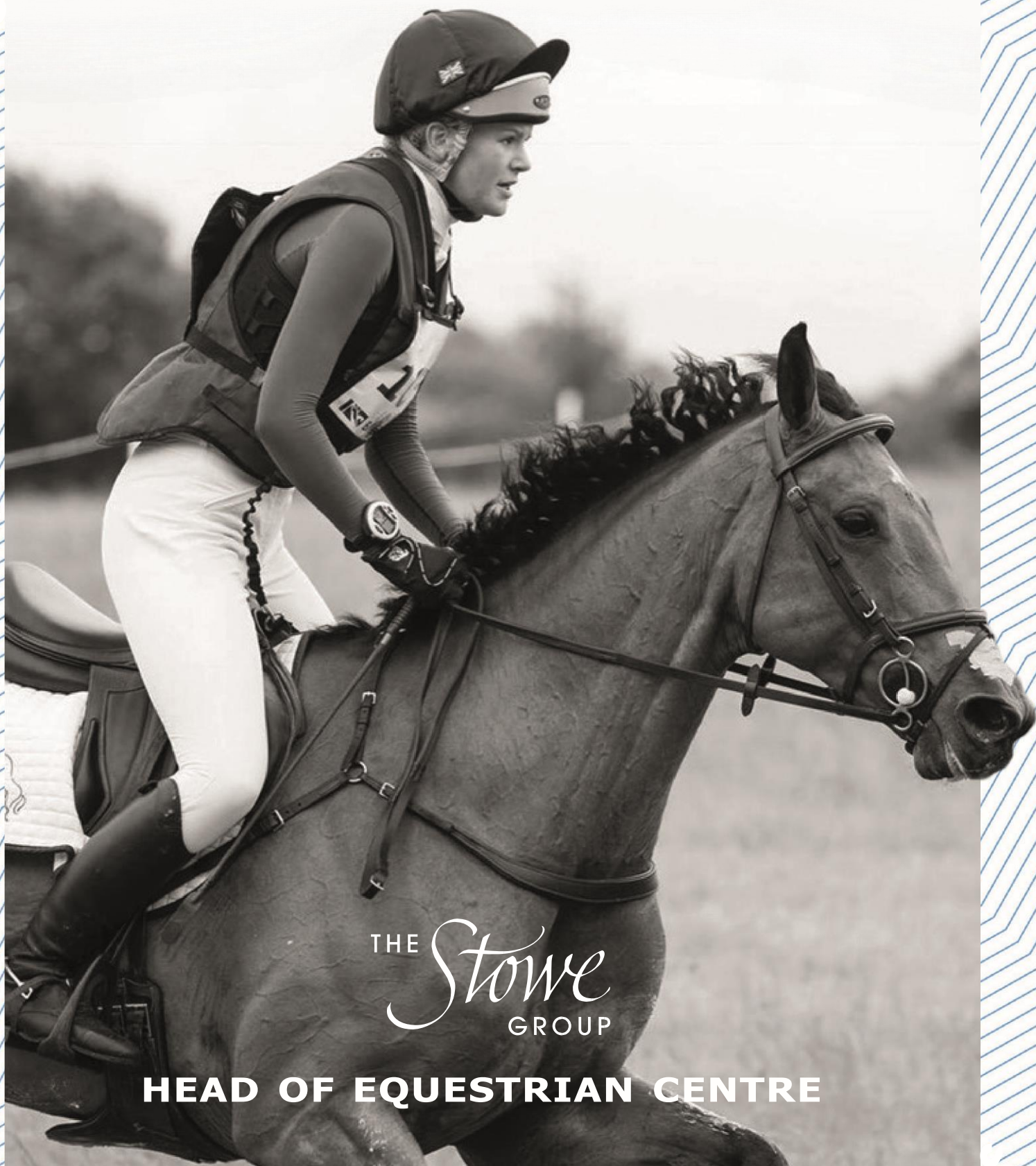


Stowe **EQUESTRIAN**



THE *Stowe*
GROUP

HEAD OF EQUESTRIAN CENTRE

Job Title

Head of Equestrian Centre

Department

Sport

Reporting to

Assistant Director of Sport

Responsible for

**Equestrian Centre and
management of riding at Stowe**

Hours of work

**40 hours per week/52
weeks/shift pattern**

Purpose of job

To provide management of Stowe's Equestrian Centre and strategic leadership for all riding provision across all three schools in The Stowe Group.

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3 – 18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff.

The Schools occupy sites of historical significance in Swanbourne, Dorton, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust

to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time.

The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning.

We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Responsibilities

- To provide management of Stowe's Equestrian Centre and strategic leadership for all riding provision.
- To ensure the Equestrian Centre provides a professional, full livery service.
- To ensure an excellent customer service relationship with parents and pupils.
- To manage and attend equestrian team events.
- To ensure the Equestrian Centre facilities are maintained to a high standard and comply with licence and health and safety regulations.
- To communicate and liaise with relevant departments within The School, from a reporting and promotion perspective.
- To recruit, support and develop a highly competitive equestrian team.



Key Tasks

Managing the Equestrian Centre

- To have and remain up to date with knowledge and understanding of horse welfare, stable and grassland management
- To implement suitable work/exercise routines for the horses working around pupil commitments and parents' instructions
- To organise external coaching for pupils as and when needed
- To administer/oversee equine first aid and, as necessary, liaise with the vet for appropriate treatment including vaccinations (with parent approval)
- To be responsible for the cost-effective purchase and storage of high-quality feeds, hay, bedding materials and other sundry items
- To undertake risk assessments in liaison with the School's Health, Safety & Compliance Manager
- To ensure the adherence to Health and Safety legislation and working procedures that affect the facility and staff including ensuring all equipment and machinery is fit for purpose prior to use
- To ensure appropriate records, policies and procedures are maintained and kept up to date in relation to horses, pupils and staff.

Managing Staffing of the Equestrian Centre

- To organise and communicate in advance a monthly rota for all staff, and as necessary organise and provide cover e.g. in cases of sickness, competitions or injury
- To be responsible for the recruitment and training of staff
- To manage staff in all areas for example, sickness absence, yearly objective setting, regular 1-2-1s.

Managing Facilities of the Equestrian Centre

- To manage the Equestrian Centre facilities
- To carry out daily yard duties as and when necessary, such as mucking out, feeding, exercising, and grooming
- To provide a task list with timings in advance to facilitate the Estates and Ground teams in performing maintenance during the year
- To provide guidance on the task and suitability of products to be used in the maintenance of the Equestrian Centre
- To liaise with suppliers as and when required to provide services and/or goods which cannot be provided internally.

Key Tasks

Managing the financial budget of the Equestrian Centre

- To prepare and manage the Equestrian Centre budget in line with the school's financial procedures and deadlines
- To provide pupil recharges, timesheets and stock takes to finance within the specified deadlines
- To provide information to the Finance Department on predicted revenue, payroll and expenses each term.

Managing the Equestrian Team

- To organise entries and transport for training activities and competitions in line with School guidelines (NSEA / SEG)
- To ensure appropriate staffing at Equestrian Competitions as well as all procedures are in place
- To escort pupils as necessary to any relevant equine events.

Customer Service

- To create a good relationship between parents and pupils, to ensure their needs are met for both the horse and pupil. To ensure parent and pupil e-mails and telephone calls are responded to in a timely manner
- To support the School's Admissions Department to promote the Equestrian Centre by undertaking tours and demonstrations; maintaining marketing information and other ad hoc requests

- To ensure a continued good relationship with the National Trust and local farmers (bridleway, field and cross-country course).

Other

- To undertake any ad-hoc duties as defined by the Line Manager or the Director of Sport.

Hours of Work

- To work within a flexible working pattern, 40 hours per week, (which may include split shifts) for 52 weeks per year with holidays to be agreed with the successful candidate. The role will also require weekend and evening working and is a live in position.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

Attributes	Essential	Desirable
Qualifications	• Certification of ability and membership of one of the Equestrian Governing Bodies • Proven Track record of successful Stable Management within a competition environment • Full driving licence	• BHS Groom Stage 5 (Stable Manager) qualified or equivalent • Evidence of continued professional development and knowledge • Previous management experience/qualification
Specialist Skills and Experience	• Knowledge across the spectrum of stable management, leadership skills • Proven track record in equine industry • Ability to promote the care and welfare of horses • Ability to School a variety of horses and ponies • Previous experience of running a Livery Yard	• Ability to oversee horse preparation for events • Experience of achieving BHS Approval and Council Licence Certificates
Personal Qualities	• Proven track record of maintaining confidentiality • Strong leadership skills • Ability to communicate at all levels • Pragmatic approach to horse care	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: October 2025

We are Change Makers

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