

# Clerk of the Scales

## Job Summary:

The role of the Clerk of the Scales is to assist in guaranteeing the integrity of racing by interpreting and implementing the Rules, Instructions and requirements of racing concerning all Weighing Room procedures. They have principal responsibility for the weighing in and out of jockeys. They provide information, advice and guidance to stakeholders, colleagues and the public. They ensure that objections are handled correctly and transmitted to the Stewards promptly. They maintain detailed records and complete the official race day return.

## Main Duties:

- Controlling the weighing room and pre-race checks, ensuring that every rider is correctly weighed out and the appropriate riders are weighed in after every race
- Announcing “weighed in” following confirmation from the Stewards that the race is clear and the result from the Judge
- Ensuring proper communications across the raceday teams and broadcast.
- Ensuring the sponsorship and testing of jockeys is handled in line with BHA procedures, rules and values

## Competencies (Behavioural):

- Highly motivated individual able to operate with tact and diplomacy in difficult situations, under pressure
- Professional with high level of integrity and honesty
- A strong work ethic, well organised with effective time management
- Thorough and methodical approach working in line with BHA procedures, aims, values and operations
- Excellent communication and interpersonal skills

## Core Skills:

- Knowledge and understanding of Horse Welfare Standards and security in British Racing
- Knowledge of permitted declared raceday tack and equipment
- Respectful and effective communication with colleagues and stakeholders
- Team player working collaborating and working in partnership with colleagues and professionals
- Respectful of inclusive work-based culture
- Demonstrate a high level of integrity
- Understanding of the structure of the British Horseracing Industry, Rules, Regulations, Guidelines and Stakeholders
- Understanding of BHA requirements in relation to the Weighing Room and Scales
- Understanding of relevant BHA Rules and Instructions including SOPs and BHAGIs
- Safe and efficient work practices
- Technically competent user of technology including MS Office
- Effective time management able to work under pressure and be decisive
- Sound and up to date awareness of current affairs and priorities, aims, values, standards and operations of the BHA

**Education:**

- Level commensurate with the role

**Experience:**

- BHA Role Specific Technical Training

**Availability:**

- Full-time or Part-time roles

**Working Conditions:**

- Extensive travel regionally and nationally as required
- Working time includes attendance at race meetings on weekdays, evenings, weekends and bank holidays
- Supportive collaborative environment with mentoring and support from experienced colleagues
- Significant opportunities for continued professional development and growth

**Pay and Benefits:**

- Salary based on experience and responsibilities
- Pension scheme, Holiday pay, Life and Sickness Cover, Optional Employee Benefit Scheme
- Accommodation and travel expenses reimbursed in line with BHA Policy



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