

# Capel Manor College

## Casual Farm Assistant

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Casual Farm Assistant
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 3 Point 14
<b>Responsible to</b>	Farm Technician
<b>Location</b>	Forty Hall Farm
<b>Contract</b>	Casual, Fixed-term

### Key Responsibilities:

The key responsibility of the Casual Farm Assistant is to oversee daily maintenance of the Forty Hall farm and parkland, including the cleaning, feeding, and watering of livestock while ensuring their security, particularly during weekends and holidays. Responsibilities include maintaining fences, livestock pens, and animal enclosures, and performing general maintenance duties. The post holder will also be responsible for all farm stock at Forty Hall Farm including medical treatments, as well as assisting with equine care at both Forty Hall and Capel Manor.

### Responsibilities:

1. Undertaking basic maintenance of all farm and associated equipment and enclosures and maintaining the general tidiness of farm buildings. Working with Centre Coordinator to ensure security of Farm and stock. Assisting with the organisation of external contractors as required.
2. Assisting the production of the hay crop, subject to discussion with and assistance from the Centre Coordinator. Ensuring seasonal maintenance (e.g. harrowing, topping and rolling) and field rotation, including movement of grazing stock and recording of field movements and inputs.
3. Ensuring waste and other resources are managed efficiently and effectively and that the Farm's sustainability policy is implemented across the Farm.
4. Ordering and arranging for deliveries of feed and bedding for animals on the Forty Hall Farm estate and maintaining farm records and financial records as appropriate.
5. Liaising with the College's Animals Collections Manager to ensure feed orders are coordinated across the College.
6. Ensuring the wellbeing of all the livestock, taking appropriate action in cases of injury, disease or distress, and killing or arranging for stock to be humanely killed when necessary.
7. Responsible for the moving and transportation of animal stock to, from and between all Colleges' sites. Movement of animals from Farm to abattoir and butchers as required.
8. Responsible for the maintenance of all animal movement records and the reporting of movements as legally required.
9. Supervising when students undertaking practical work at Forty Hall Farm including overseeing and guiding students undertaking large animal husbandry. Supervising volunteers as and when required.
10. In liaison with the Centre Coordinator assist with the organisation of and participate in special activities and events at Forty Hall Farm to include tours and demonstrating skills to the public.
11. In liaison with the Centre Coordinator ensure that the health and safety of students using Forty Hall Farm and estate is maintained at all times and when the farm is open to the public for special events.
12. Ensuring any accidents or other health and safety issues are reported promptly and appropriately.

13. Carrying out effective liaison with members of staff from other academic sections, gardens, estates and administration.
14. Any other duties connected with the Section's activities which may from time to time be required by the Centre Coordinator or Director of Estates and Buildings.

### **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 2 qualification or higher in an animal management discipline
- Animal Management L3 qualification; or equivalent is preferred

### **Experience**

- Experience in livestock handling and basic knowledge of animal health and welfare
- Experience of working in an educational or training environment
- Experience of working in a supervisory role

### **Skills, Abilities and Knowledge**

- Knowledge of animal nutrition and care
- Knowledge of organic farming methods
- The ability to communicate effectively in cases where animals need veterinary treatment or an emergency on the farm.
- The ability to develop positive working relationships with individuals at all levels
- Effective organisation skills and ability to work on own initiative and as part of a team
- Excellent communication skills
- An understanding of education and conservation in the modern zoo/farm environment

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required