



St Augustine's

PRIORY

'Quietly Brilliant'
THE GOOD SCHOOLS GUIDE

Our Girls Will Change the World
CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18



Farm Manager Applicant Information



Winner
Student initiative of the year



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Letter from Headteacher (Designate) & Bursar

Dear Applicant,

Thank you for the interest you have shown in the post of Farm Manager at St Augustine’s Priory and welcome to our inspirational school which is at a very exciting stage of its development.

St Augustine’s Priory is a leading Catholic independent day school for girls, with boys in the Nursery, and all sections of the School (Pre-Preps, Preps, Senior and Priory Sixth) are located on the same leafy site in West London. As a Catholic School we hold the care of the whole person as central to what we do and our mission is “Our girls will change the world”. We are visionary in our approach to education, pastoral care and how we see schools preparing pupils for their future in the 21st and 22nd centuries!

Central to delivering on this vision are the 13 acres of grounds which are largely given over to meadows and woodland and which include the site of The Priory Farm. St Augustine’s Priory is a former Convent, with parts of the grounds originally used to provide for the Nuns who occupied the site until the mid 1990s. The School Farm site covers some of the same ground which the Nuns cultivated and our object now is to build on this legacy and the efforts of the current Farm Manager, to create a School Farm which is properly embedded in the academic and pastoral life of the school at the same time as meeting some core commercial objectives.

Our priority is to deliver excellence in all aspects of this wonderful school and we have done this through nurturing and empowering our passionate staff, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability. We pride ourselves in professional development and rejoice in seeing colleagues progress either through internal or external promotions. In this school everyone in our community is cared for and nurtured and the new Farm Manager will be no exception.

We warmly welcome candidates from a range of backgrounds and invite you to access our website, or contact Mrs Lauren Bhambra (hr@sapriory.com) if you have any questions.

Yours faithfully

Mrs Christine Macallister
Headteacher (Designate) - from April 2023

Mr James Philpott
Bursar

Priory Farm

Click here for: [Priory Farm Video](#)

On our farm with chickens, ducks and an endangered variety of sheep, girls are actively involved in the care of animals and the cultivation of our crops. They gather eggs and press apples for juice which they sell. Indeed their enterprise means they sell everything – even bags of animal feed to unsuspecting Open Day visitors!

Our girls are learning that protecting the future begins in the present and grows out of the past. The nuns who lived on this site originally were self-sufficient. The produce now grown on our allotment is sold or picked for families.

Our girls are learning the politics of food-security and how to sustain crops in drought. Sixth Formers preparing for Veterinary Science applications are learning problem solving in animal husbandry including lambing.



'Priory Farm is the beating heart of our community. Many families volunteer and the impact on well-being is amazing. We are blessed to be able to enjoy such a special environment in the middle of West London.'

Location

Ealing was historically the Victorian Queen of the Suburbs, enticing visitors with its plentiful green space, good schools and vibrant town centre. The population of Ealing has grown considerably of late with new homes and its choice of period properties. Ealing has excellent transport links across the whole of the city, with the newly opened Elizabeth line providing excellent connections for travel between, Reading, Heathrow, Paddington, Liverpool Street, Canary Wharf and Shenfield. In addition, Ealing Abbey and other Catholic churches in the borough have become a focus for Catholic life in London. Ealing is peppered with an excellent range of cafes, restaurants, bars, shops and other amenities and is one of the most sought after areas in London in which to live.



Job Description: Farm Manager

Core Purpose of the Role

We are seeking a talented and passionate Farm Manager to lead and develop the school farm at St Augustine's Priory. This is a redefined role which is central to delivering on an ambitious objective set by the Governors of the School:

A self-funding commercial operation, deeply embedded in and contributing to the school's curriculum, welcoming pupils, staff and the local community to become partners in the delivery of successful academic, pastoral and financial outcomes.

Reporting to the Bursar, and working closely with the Estates manager, the Farm Manager will lead the day-to-day activities of the farm organisation. The role anticipates a good deal of autonomy while recognising that the Farm is a School asset and therefore decisions need to take the interests of the two organisations into account. You will work independently with staff, pupils and volunteers towards delivering on the above objective.

We are looking for a confident and collaborative individual with leadership qualities and experience and expertise in agriculture. Innovative thinking is also welcome.

The right person will be passionate about sustainability and the potential for agriculture in education but will also be commercial, recognising the opportunities to generate revenues while building strong relationships with key stakeholders. They will be organised and effective, able to balance the hoped for commercial, academic and pastoral outcomes.

We're committed to creating an organisation that recognises and truly values individual differences and identities, and we want our staff to reflect the diversity of the community we serve.

Job Description

Strategic and leadership responsibilities

- While operating within a budget, ensure that the farm is on track to meet its overall aims and objectives, as well as specific obligations and targets if required by grant agreements with funders.
- Work with the school staff and volunteers in the development of the organisation's strategic plan in line with the overall objective. Embed the plan in personal objectives and work plans.
- Lead on the development of agriculture focusing on the art and science of cultivating the soil, growing crops and managing and raising livestock.
- Always act in ways that present a positive image of the organisation to staff, volunteers pupils and the general public.

General farm duties

The duties will vary from season to season and duties will cover a wide range of tasks including but not limited to the following. The Farm Manager will decide prioritisation and resourcing for these and other tasks:

- Planting, tending and harvesting crops using a variety of equipment
- Rearing and tending livestock which includes feeding, keeping them clean, caring for animals
- Preparing animals for transport
- Maintaining hedges and woodland
- Maintaining vehicles and machinery

- Cleaning and repairing buildings
- Erecting and maintaining fences
- Cultivation of fruits, vegetables, herbs, flowers and non-food crops such as grass, trees and plants.
- If accepting of the accommodation that is available, be a key holder for the Farm and School sites, opening and closing the site on a rota basis.

Education Facilitator

A key aspect of the role will be working with teaching and other staff to embed the farm in the curriculum of the school. This will include:

- organising and running environmental education visits to the Farm by St Augustines' and other schools' pupils and staff;
- running workshops outdoors about the natural world, inspiring young people to care for and respect the environment through first-hand experience;
- risk assessing and setting up prior to visits and maintaining a high quality and standard of educational delivery;
- communicating with staff, pupils and parents to ensure all visitor needs are catered for.

Ideally the Farm Manager will be someone with experience working with young people, including large groups and SEND classes. You need to enjoy and be familiar working outdoors and have an interest and knowledge of the natural world.

Partnerships and networks

- Build relationships with local and London-wide organisations and networks to promote our school farm and develop new partnerships and collaborations.
- Attend meetings and local events and deliver presentations to promote Priory Farm.
- Where other groups or organisations are invited to use the Priory Farm, set up and monitor site use agreements.
- Liaise with partner organisations to ensure positive relationships, mutual benefit and successful fulfilment of agreements and collaborative projects from both sides.
- Keep abreast of external developments, opportunities and networks, including sharing learning and good practice with staff and other stakeholders.
- Integrate the Farm's activities with the School's sustainability plans.

Finance and fundraising

- Research and identify national and local funding and grants to support the Farm's core costs and specific projects
- Develop and write funding and commissioning proposals/application independently
- Work to and support fundraising strategy to achieve annual fundraising targets
- Maintain accurate funding records and information
- Work closely with the Bursar and accounts department to ensure all grants are received and followed up with thank you letter and reports
- Meet potential funders together with the Bursar

Events, communications and publicity

- Lead events; plan, deliver and publicise an events calendar to include educational workshops, training sessions, annual community events, open volunteer days, partnership projects, etc.
- Raising the profile of the farm by communicating the school's key messages and news updates through social media, newsletters, press releases and the website.

- Develop a calendar of events and activities centred on improving the environmental condition of local greenspace to benefit people and nature.
- Ensure regular communication and feedback between staff members through team meetings.

Personal Specification: Farm Manager

Requirement	Essential	Desirable
Experience		
Experienced farm worker / outdoor facilitator	X	
Professional experience of the natural world and/or a qualification in environment and conservation or similar		X
Strong professional or volunteering experience of engaging with and supporting local communities		X
Effective planning, management, and delivery of projects	X	
Working with diverse communities, including with people from different ethnic and language backgrounds		X
Generating funds through grant-writing, and in developing alternative income streams such as business partnerships, social enterprise, crowdfunding or other non-traditional means		X
Experience working with young people		X
Skills		
Excellent leadership and/or facilitation skills and ability to support individual staff members and volunteers, maximising their contribution	X	
Outdoor skills trained		X
Qualified first aider		X
Professional manner, good writing & communication skills	X	
Characteristics		
Enthusiastic, self-motivated and resourceful	X	
Working proactively and independently - setting your own tasks, structuring your own day, and prioritising your tasks effectively, to meet agreed objectives	X	
Passionate about sustainability	X	
Confident and collaborative	X	

Requirement	Essential	Desirable
Honest, reliable and committed to nature and believes in St Augustine's Priory ethos and values	X	
Enjoy the process of leading a small farm, and to work confidently and flexibly through challenging periods of development with a "can do" attitude	X	
Ability to maintain professional attitude and boundaries in working with all stakeholders	X	
An understanding of and commitment to equal opportunities and social justice		X

What will be expected of me?

You'll be someone who isn't afraid of physical, outdoor work in all sorts of weather and at all sorts of hours. You will have a genuine interest in farming and furthering your career in the farming sector.

What can I expect?

At certain times of the year you can expect to work long days to make sure that work is completed.

You will need to work flexible hours, including weekends.

Accommodation is provided on the school site – a three bedroom cottage with parking.

Hours and Remuneration

The role advertised is for a full time position. Competitive salary commensurate with industry benchmarking, and negotiable for the right candidate, a contributory pension scheme and a range of other voluntary benefits (see Employee Benefits below).

Employee Benefits

 <p>PLACE OF WORK</p> <p>St Augustine's Priory is close to Central Line, Piccadilly Line, Elizabeth and other main lines and local buses</p>	 <p>MEALS</p> <p>Lunches are provided free by the school during term time</p>	 <p>PENSION</p> <p>Contributory pension scheme 3% employee 6% employer Or 6.4% employee 14.1% employer</p>
 <p>STAFF DISCOUNT</p> <p>50% Fee discount for pupils of staff</p>	 <p>ACCOMMODATION</p> <p>Onsite accommodation would be available if required. 3 bedroom cottage (1 double, 2 singles)</p>	 <p>PARKING</p> <p>Free car parking is available on site</p>
 <p>MUSIC LESSONS</p> <p>12 Free instrumental lessons offered to staff to reach grade 1</p>	 <p>CYCLE SCHEME</p> <p>Tax-free Cycle to Work Scheme is offered by salary sacrifice</p>	 <p>LEAVE ENTITLEMENT</p> <p>30 days paid annual leave plus 8 public holidays and some additional discretionary days over the Christmas closedown period</p>

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

General

The post is subject to compliance with:-

- School policies and guidelines on the curriculum and school organisation
- Local area safeguarding procedures

The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all school staff as set out in the Staff Handbook.

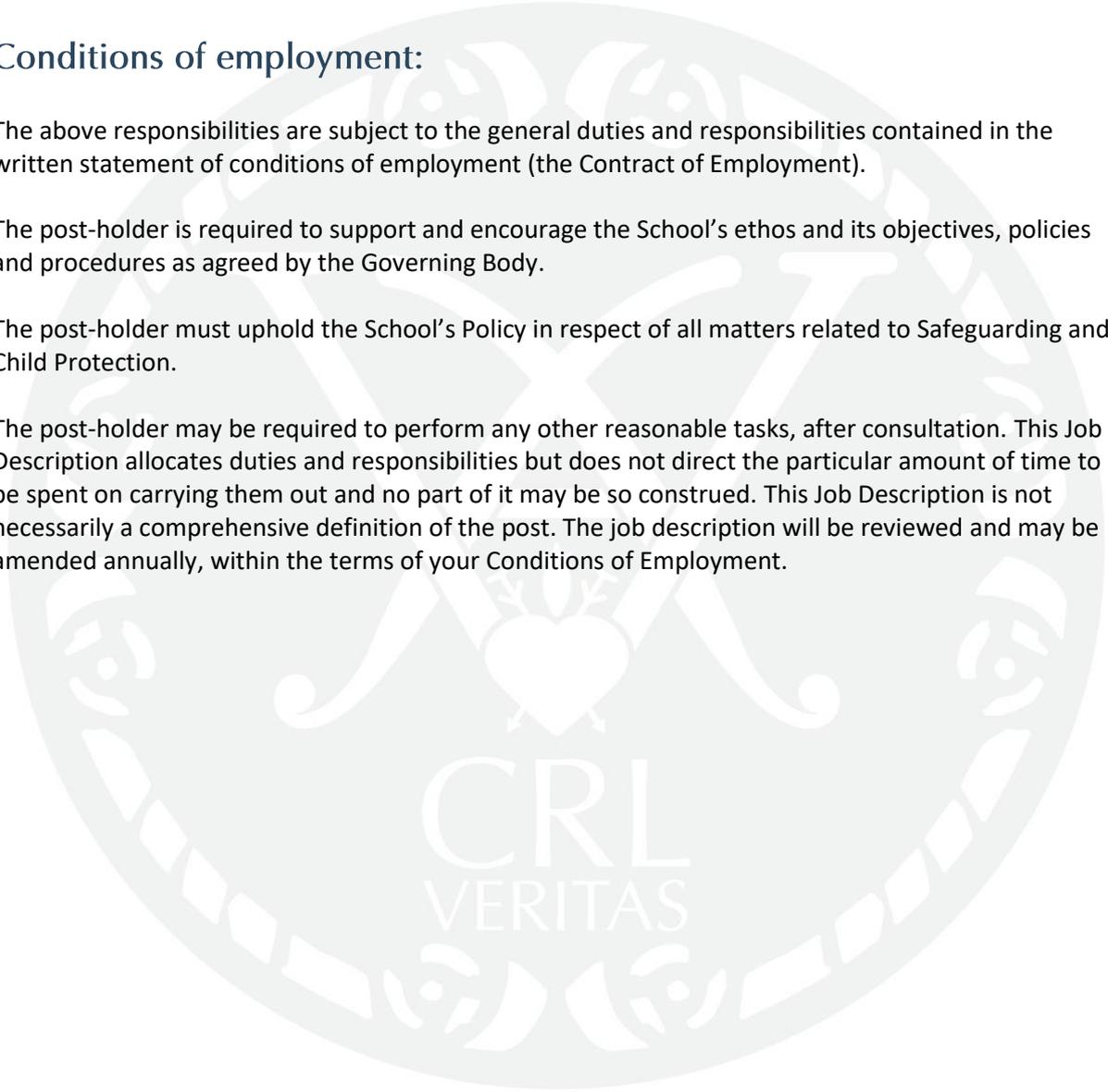
Conditions of employment:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to Safeguarding and Child Protection.

The post-holder may be required to perform any other reasonable tasks, after consultation. This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.



The Application Process

Candidates should complete the St Augustine's Priory Application Form, available from <https://www.sapriory.com/admissions/staff-vacancies/> Please send via email to hr@sapriory.com to arrive by **09.00 a.m., Monday 13th February 2023.**

Candidates invited to interview will be asked to complete a written task, meet a pupil panel and there will be a formal interview.

The interview is expected to take place during the week commencing 20th February 2023.

St Augustine's Priory is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. St Augustine's Priory is an inclusive employer and we pride ourselves on our commitment to equality, diversity and inclusion. We welcome candidates from all sectors and backgrounds.

For an informal confidential discussion about the role please email hr@sapriory.com.

If you have not received acknowledgement that your application has been received within five working days of sending it, please contact Mrs Lauren Bhambra, hr@sapriory.com or call St Augustine's Priory by telephone (020 8991 7506).

