

**KENT COLLEGE**  
CANTERBURY

# Farm Manager



## APPOINTMENT DETAILS

<b>Job Title:</b>	Farm Manager
<b>Reporting to:</b>	Head of Enterprise
<b>Employment Status:</b>	Full Time / Permanent
<b>Job Location:</b>	Kent College's School Farm
<b>Closing Date:</b>	Monday 9th October 2023
<b>Start Date:</b>	As soon as possible

*If a pool of suitable candidates becomes available before the closing date Kent College reserves the right to interview and appoint without further notice*

## THE SCHOOL

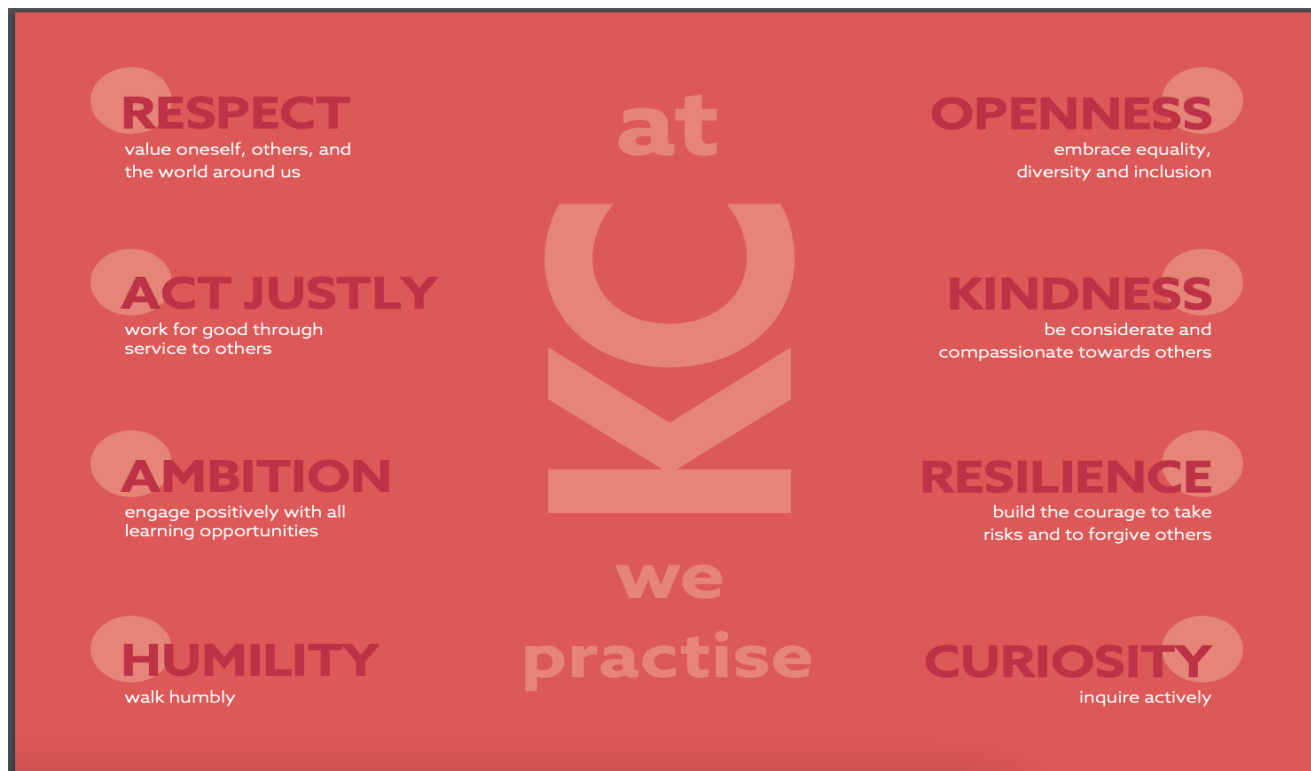
Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. The Senior School (11 – 18 years) has some 600 boys and girls, approximately one-third boarding and two-thirds day. There is also a thriving Junior School with c200 pupils in total. The school enjoys a high reputation for academic standards and many other activities including Sport, Music, Drama and Art. Academic provision includes A level as well as the IB Diploma for Sixth Form and GCSE, IGCSE and pre IB for Key Stage 4. Results place Kent College among the best UK Schools.

Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent School Inspectorate in October 2022 and was found to be excellent and compliant in all aspects.

In August 2016 Kent College opened a 3-18 school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art 600 seater auditorium, The Great Hall. The hall is used by the whole school for worship and as a versatile and practical space for the college's highly regarded drama and music departments as well as for being available for use by the local community.

Kent College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## OUR SCHOOL VALUES



## THE ROLE

We are looking for a Farm Manager to manage the 55-acre school farm, ensuring the farm livestock are cared for to the highest standard and that the farm, buildings and equipment are well maintained.

The post holder will work closely with the Head of Enterprises to ensure the successful delivery of the Enterprise and Farm Strategic Plan.

## JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses.

The Farm Manager will:

### Main Duties and Responsibilities

- Care of farm livestock, including, shearing, rounding, vaccinations and veterinary assistance, as required.
- Stock selection and marketing of stock

- Care and maintenance of all farm and equine buildings and equipment, including vehicles (building maintenance in liaison with *Facilities Manager*)
- All field work, including fertilising, fencing and spraying
- Working alongside the Equine team to provide a high standard of riding lessons
- To be the primary trailer driver and operator of farm machinery
- Control and allocation of farm budget
- Overseeing Kent College Young Farmers activities and trips
- Working with and assisting academic colleagues with the planning, preparation and delivery of after-school farm club activities
- Application and management of government subsidies
- Liaison with academic Head of Department regarding access and visits to the farm
- To assisting in the planning and running events, such as farm open days, lambing days and other events on the school calendar
- To attend all external shows and events when required, for example the Kent Show and East Kent Ploughing Match
- Any other tasks as reasonably required

### Staff

- To manage day-to-day staff activities for your department
- To implement new ideas and transfer skills
- To carry out health and safety training for all staff as required by law and supervise safe working practices
- Oversee apprentices ensuring the maximise their time with KC inline with their course
- To report any breaches of expected staff conduct to the Bursar

### Community Liaison

- To respond constructively to feedback from colleagues and management
- Maintain a good relationship with local residents and the wider community
- Plan and run events open to the local public and stakeholders such as local schools
- Work alongside the Head of Enterprises to develop the school's community Enterprise Strategy.

### Health & Safety and Compliance

- Ensure that appropriate health and safety procedures are in place and adhered to
- To supervise ongoing, daily and periodic cleaning activities
- To ensure that the Schools Health and Safety policy is implemented
- Working with the Compliance Administrator to ensure all risk assessments, fire compliance and COSHH standards are up to date and adhered to

- Comply with all other relevant legislation and regulations such as Environmental Agency requirements, animal welfare and transportation of animals

## **SAFEGUARDING DUTIES & RESPONSIBILITIES**

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (DBS) check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. All members of staff are expected to share this commitment and abide by the safeguarding policies in place and undertaking relevant training to ensure they remain up to date with Safeguarding policies and best practice.

This role is a business function support role involving regular contact with children, but not typically accompanied by responsibility for them.

For the avoidance of doubt, the duties and responsibilities contained within this job description indicate only the main responsibilities of the post and may change from time to time according to the requirements of the role. It is not intended as an exhaustive list, or to have contractual effect.

References will be taken prior to the interview. One of the referees should normally be the applicant's current or most recent employer.

Please note that Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All shortlisted candidates will be required to provide social media information as part of their application.

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and we are passionate about attracting a diverse pool of applications through an inclusive appointment's process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds, communities, including ethnicity, gender, transgender, age, disability, sexual orientation, or religion, and particularly encourage applicants who identify as Black, Asian, or Minority Ethnic groups as these groups are currently underrepresented in our community.

Applications must be made via Kent College's online application system; CVs or details sent directly to the department or via email cannot be considered.

## **PERSON SPECIFICATION**

### Qualifications

- A relevant qualification would be an advantage

### Experience

- Knowledge and experience of ELS/HLS schemes
- Knowledge and experience of S.F.S schemes
- Preferably previous experience within an educational environment or working with young people
- Tractor and trailer driving experience
- Experience and knowledge of the safe use of chemicals /COSHH, health and safety
- High level of spoken and written English
- Moderate level of computer skills ie emails, video conferencing and completing online orders via relevant portals

### Personal Attributes

- A well-presented appearance
- Effective communication skills at all levels
- Demonstrable effective leadership and delegation experience and an open and supportive leadership style
- Excellent team working skills and the ability to work on own initiative
- Excellent organisational skills and the ability to keep accurate records
- A desire to pass on knowledge and skills to develop the team, whilst ensuring that development of personal knowledge and skills are not neglected
- High level of numeracy skills and problem solving ability
- A willingness to be involved in the life of a vibrant independent day and boarding school

## THE PACKAGE

**Hours:** 40 hours per week, Tuesday - Saturday

**Salary:** £29,130.00 per annum

**Pension:** Contributory Pension Scheme TPT (DC)\*

**Annual Leave:** 25 days plus public holidays

### Benefits:

- Generous training and mentoring package
- Benenden health care
- EV Scheme and Cycle to Work Scheme
- Techscheme
- Retail discounts
- Free lunch in term-time\*
- Tuition fee remission\*
- Free car parking

*\*Conditions apply*

