

Farm Manager

Job Description & Person Specification

Contract Type:	<p>Permanent</p> <p>52 weeks, all-year with annual leave typically taken during school holiday periods</p>
Hours:	<p>37 hours, proposed Monday 08:00 - 16:00, Tuesday 08:30 - 16:00, Wednesday 08:00 - 16:30, Thursday 08:30 - 16:00, and Friday 08:00 - 16:00.</p> <p>Some flexibility required as will involve minimal weekend hours for animal care.</p>
Salary:	Pay Range £33,945-35,745
DBS Disclosure Level:	Enhanced
Reports To:	Headteacher, Deputy Head Teacher Facilities and Health & Safety Manager
Role Purpose:	<p>Coombe House School is further developing a working 'small holding' within its 3-acre walled garden and designated land / paddocks. This hands-on role will oversee the safe and effective use of these facilities and day to day activities including, but not restricted to:</p> <ul style="list-style-type: none"> - Caring for animals on the site (including pigs, poultry, goats). - Growing and caring for arable crops (fruit and vegetables), in liaison with a Learning Support Assistant. - Leading and supporting educational opportunities for pupils within the school, including accredited courses. - Explore and develop wider community engagement with the site including enterprise opportunities for the school, pupils and social care residents (in the future). - Site maintenance within the 3-acre walled garden and designated land / paddocks. <p>This position will involve working outdoors for long periods of time (in all weather conditions) and on occasions involve lone working. The Farm Manager will be comfortable with mucking out livestock as well as engaging our pupils who will utilise the facility as part of their learning experience.</p> <p>As a member of a wider team the Farm Manager will play a key role in the successful implementation of a sustainable farming and growing plan, including generating income and creating exciting new farming and food experiences for our young people. The role anticipates a good deal of autonomy while recognising that the small holding is a Company asset and therefore decisions need to take the interests of the wider strategic objectives into account.</p>

	<p>Overall, ensuring the farms core purpose of providing practical, relevant and realistic experiences so that children and young people can learn in a meaningful way. The post holder 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.</p> <p>This is a primarily a school role that is line managed by the Headteacher and Deputy Head Teachers but will operate flexibly in line with the wider company activities, such as children's social care and holiday club provision. Outside of term time, the post holder will work closely with the other Shared Services team members</p>
<p>Key Responsibilities:</p>	<p><u>Core</u></p> <ul style="list-style-type: none"> • Lead and develop the farm as an integral part of the school, supporting pupil learning - encouraging real opportunities with tangible outcomes. • Work with social care residents during the school holidays. • Develop a programme of growing across all seasons for arable crops (planting, tending and harvesting). • Cultivation of fruits, vegetables, herbs, flowers, and non-food crops such as grass, trees and plants. • Develop the opportunities for animals to be held and fed on site providing appropriate habitats and care. • To view and purchase livestock in consultation with the Headteacher and Facilities and Health & Safety Manager, and to safely transport them. • Ensure that all animal welfare standards are met and maintained. • To source and purchase feed, equipment and resources for the small holding. • To liaise and manage communications with appropriate bodies (DEFRA and MAFF) as required. • In liaison with the Company's veterinary professionals to safely administer animal medicines. • Undertake routine farming tasks and basic maintenance as required. • Regularly review all farm and working risk assessments to ensure a safe and effective learning environment for pupils to access. • Ensure that other Health and Safety policies and practices relating to all the work and activities on the small holding are in line with national, local and school requirements. • Develop, lead and support a range of learning opportunities for pupils, including opportunities for recognised accredited courses such as ASDAN gardening, animal care and management. • Develop community and enterprise opportunities for the schools' farm site and pupils (these will be supported by education staff). • To develop the 'market garden' as a social and commercial enterprise.

- Effectively market the small holding and its achievements to the community, raising the profile of the school by communicating key messages and news updates through social media, newsletters, press releases and the website.
- Demonstrate the schools' values of Belonging, Kindness, and Ambition through all working aspects of the school's farm.
- Build supportive relationships with all colleagues across the Company, sharing knowledge and best practice.
- Work closely with the Learning Support Assistant who is responsible for planning, preparing, and delivering structured learning activities within the Walled Garden.
- Be on call for all animal emergencies.

Other

- Liaise with the finance department to ensure efficient and accurate accounting linked with the small holding, including budget management, raising purchase orders and authorising invoice payments in line with Company policy.
- Contribute to reporting documents for other staff.
- To contribute to whole Dorset Centre of Excellence or school events (for example Open Days) as and when required.
- Attendance at staff briefings when possible.
- Undertake any other duties commensurate with the post, as required to ensure the efficient and effective running of the small holding, walled garden and designated land.
- Perform all duties in a professional and confidential manner and in accordance with the employment manual, company policies and procedures.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Undertake any other duties as required by your manager to meet the changing needs and demands of the company;
- Conduct yourself with professionalism, tact, and diplomacy always as a representative of the company.

This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

