NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

**Post:** Farm Supervisor

**Reporting To:** Facilities Manager

**Post Level & Grade:** KR4 24 hours per week

**Hours:**

Working pattern to be negotiated with the successful candidate

**Purpose:**

To support the smooth running and continued development of the Northfleet Community Farm through the following key areas;

* Ensuring effective animal care and development of this provision
* Developing and maintaining the horticulture provision
* Farm general maintenance and upkeep
* Development of the Farm as a valued community resource

**Main Duties:**

**Effective animal care and development**

* Ensuring full animal husbandry, including;
  + Feeding, maintaining stocks and ordering as required
  + Ensuring all paperwork and record keeping is both up to date and meets legal requirements. This includes medication and preventative measures
  + Ensuring correct substrates and effective cleaning regimes
  + Ensuring medication is administered and liaising with veterinary services as required
* Supporting and mentoring students in undertaking the above duties
* Support the wider Farm team in implementing an ambitious animal collection development programme

**Developing and maintaining the horticulture provision**

* Developing and implementing a year round produce plan for use in the school canteen, for sale and animal feed
* Work with students to maintain and develop produce across the farm including timely planting, maintenance and harvesting
* Ensure an orderly and presentable produce area in the farm

**Farm general maintenance**

* Ensuring regular cleaning of the Farm hub and animal areas to ensure appropriate levels of hygiene and professionalism
* Supporting the site team in the repair of items including the hub, polytunnels, animal enclosures and visitor centre
* Proactive development of the site to further improve effectiveness
* Ensure presentable and professional environment which shows ‘pride’ in the Farm

**Community engagement**

* Work with the IT/E-Learning team to ensure an up to date social media account and farm website. Regular updates (weekly at least) on social media.
* Liaise with local schools, especially main feeder and Trust schools to organise Farm experience visits and further engagements. Working with the Subject Leader for Land Based study on implementation
* Lead the Saturday Farm Club, supporting wider community engagement
* Actively seek to promote the farm through any additional measures, including school promotion activities and newspaper press releases.

**Knowledge, Skills & Personal Qualities:**

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| **Essential** | **Desirable** |
| Experience of working with young people and animals | Experience of working with DSEN teams. |
| A good understanding of animal husbandry, including care requirements | Good practical/DIY skills or willingness to learn |
| A good understanding of horticulture or willingness to learn | Versatility and willingness to work additional hours as required, including during holiday periods |
| Patience and good humour |  |
| Strong organisational skills |  |
| Excellent team player |  |
| Able to manage time and workload effectively |  |
| Ability to work with small groups of students in a club setting |  |

**Personal Qualities:**

1. To be a good role model for behaviours and attitudes with a sense of humour and empathy for children.
2. To be able to encourage independence of self; consider support and contribution of others both as people, groups, communities and environments.
3. Awareness of the responsibilities for safeguarding students in their learning environment.
4. An ability to assess how your work contributes to the whole school picture.

**Note:**

* The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

**Organisation:**

Headteacher

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Facilities Manager

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Farm Supervisor

**Signed (Postholder): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:**

**Signed (Line Manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:**