**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Herdsperson | Myerscough Farms |
| **SALARY** | **BENEFITS** |
| Salary in the region of £25,000. Minimum salary will be 90% of £25,000 with an agreed progression to maximum based on mile stones. Inclusive of overtime based on average 50 hours per week.  Relating to qualifications and experience.  To include alternate weekends | Local Government Pension Scheme  20 days holiday plus 8 Bank Holidays  House |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Director of Farm Operations and Innovations | N/A |
| **BRIEF OUTLINE** | |
| The College Farms are managed commercially and provide for the education and training needs of students. The special needs of education and training must always be a priority. As a member of the farm staff the Assistant Herdsperson will be required to communicate accurately and assist with the training and assessment of students whilst providing a wide range of learning opportunities for our landbased courses. The Assistant Herdsperson will undertake tasks allocated in a responsible, effective and efficient manner, involved in, and required to assist with, the practical work of students and its assessment as required which may be varied from time to time. | |
| Discuss and have an influence on the key dairy strategic decisions with the line manager and Head Herdsperson. | |
| **DUTIES** | |
| Assist with the day to day management of the College herd to maintain high levels of production. This will include monitoring feed stocks, feeding and checking Dairy and Beef cattle including monitoring and adjusting feed levels whilst grazing.  Assist in and contribute to the strategic plans for the Dairy enterprise to maintain a 10,000L herd with mixed grazing and intensive feeding.  Record keeping and the supply of information to other farm staff including the line managers and Farm Secretary. | |

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| Work as part of the farm team, contributing to the smooth running of the farm by working as part of an agreed work rota, sharing weekend and evening duties and providing absence and holiday cover as required  To attend and support College Open Days and events as required. |
| Be involved in, and required to assist with, the practical work of students and its assessment as required which may be varied from time to time. This will involve working closely with farm and academic staff in the delivery of all things cattle related and filling out reports on students and maintaining registers. |
| Ensure all trial work is carried out to the highest possible standards. |
| **MILK PRODUCTION/HERD MANAGEMENT** |
| Observation of the cows and calves including night checks. |
| Liaison with others to ensure that the herd is healthy and that feet and udders are in good condition. |
| Observations of the cows to cover the fertility of the herd are essential. |
| Assist with the production of clean milk from the College herd. |
| Tractor driving as required to assist with the wider farm operations including but not limited to feeder wagon, mucking out, scraping, bedding and trailer work. |
| Efficient milk production requires a good management environment and good stockmanship. The postholder will be required to care for livestock in a responsible manner and ensure that any welfare issues, ill health, damage or other problems are brought to the attention of the Line Managers as soon as possible. |
| Abide by the codes of recommendations for the welfare of livestock – cattle. |
| Work closely with the College Vets to ensure excellent animal health and fertility results and to implement herd health plan as agreed with the Line Managers and the Vet. |
| **GENERAL** |
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| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative     To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE principles – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles. |
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| Promote College sustainability policies and strategies by personal commitment and lead by example. |
| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) |
| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  Maximise effective use of time and personal ability.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College.  Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively.  Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role. They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility.  Ensure all accidents and near misses are recorded and reported following College procedures.  Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies.  Any other duties that may reasonably be required by Line Management and the Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language and ability to communicate effectively with staff, visitors and students (A/I)  Capable of working long hours (I)  Good attendance at work record (A/I)  Forward thinking/progressive attitude (A/I)  Self motivated with the ability to work unsupervised (A/I)  Effective time management (A/I) |  |
| ***Attainments*** | |
| Appropriate qualification in agriculture or evidence of suitable practical experience of milking cows in a well-run similar sized herd (A) Min level 3  Experience of using appropriate tractors/farm equipment. (including livestock equipment) (A/I)  Stock experience. Evidence of cattle work and ability to milk (A/I)  Ability to maintain a well prepared, realistic and safe working environment and develop the professional attitude of the students towards their work and provide an opportunity for them to practice and develop their skills. (A/I)  Experience of using and maintaining equipment, machinery (including tractors) and materiials safely and effectively. (A/I) | Certificates in ATV operation, foot trimming,  Hold or willing to undertake training to become certified to carry out fork lift truck operation. (City and Guilds Level 2 Award in Land Based Fork Lift Truck Operation – Rough Terrain Telescopic) (A/I)  DIY AI and cattle foot trimming or willingness to attain.(A/I)  4 GCSEs, or equivalent, including English & Maths grade C or above (A/I) |
| ***General Intelligence*** | |
| Good level of intelligence (A/I)  Logical thinker (A/I)  Ability to keep basic written records (A/I) | Experience of working with compuer programmes and records for milk production. (A/I) |
| ***Special Aptitudes*** | |
| A natural stockperson (I)  ICT skills (A/I)  Attention to detail (A/I)  Enthusiastic (I)  Trustworthy (I)  Flexible approach to to work rota’s and tasks.  Willingness to undertake extra duties associated with a teaching/visitor environment (A/I) |  |
| ***Interests*** | |
| To be of an outgoing nature and able to share interests (I) | Interest in students and their education (I) |

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| ***Disposition*** | |
| Good team player (A/I)  Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of health and safety law and workplace policies as they apply to the farm environment and policies. (A/I) | An understanding of “safeguarding” legislation and its importance within the College \* (A/I)  An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **SALARY** | HOURS OF WORK |
| Salary in the region of £25,000. Minimum salary will be 90% of £25,000 with an agreed progression to maximum based on mile stones. inclusive of overtime based on average 50 hrs per week.  Relating to qualifications and experience.  To include alternate weekends | Average 50 hours per week inclusive of overtime/weekends |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 20 days holiday plus 8 Bank Holidays. | Local Government Pension Scheme  Up to £14,100 pa 5.5% Employee  £14,101 to £22,000 pa 5.8% Employee  £22,001 to £35,700 pa 6.5% Employee  £35,701 to £45,200 pa 6.8% Employee  £45,201 to £63,100 pa 8.5% Employee  £63,101 to £89,400 pa 9.9% Employee  £89,401 to £105,200 pa 10.5% Employee  £105,201 to £157,800 pa 11.4% Employee  £157,801 or more pa 12.5% Employee  14.2% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  **Please note that all new employees of the College will be required to pay for their DBS check (at present £40.00 for an enhanced level check).**  **Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.**  **Please see overleaf regarding DBS Update Service.** | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |