**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Shepherd / General Farm Worker | Farms |
| **SALARY** | **BENEFITS** |
| £22,602 - £25,081 per annum, pro rata relating to qualifications and experience (salary will be around £29,322 - £32,538 based on an average 48-hour week). To include weekends when required. | Local Government Pension Scheme  20 days holiday plus 8 Bank Holidays  Possible house on the estate |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Director of Farm Operations and Innovation | None |
| **BRIEF OUTLINE** | |
| The College Farms are managed commercially and provide for the education and training needs of students. As a member of the farm staff the stockperson 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 land-based courses. The Stockperson will undertake tasks allocated in a responsible, effective and efficient manner. Discussion and agreement of targets will be with the line manager and fit with the wider enterprise mix on the estate including Dairy, Sheep, Beef, Arable and Student experience. | |
| **DUTIES** | |
| As a team member the Stockperson will be required to assist with the day-to-day operations of the college farms focusing on supporting the Sheep Lead with shepherding tasks at Lee Farm and where required calf feeding at Lodge Farm.  This role will be required to work with the Director of Farm Operations and Innovations to successfully deliver the Farm Strategy (initially 2025 to 2030) supporting the coordination of tasks across all Myerscough College Farms. You will be required to feed animals and look after them when they are breeding. Check animals for disease and help prevent infection. Drive a tractor to transport animal feed or livestock. Keep records of animals. Support field operations. | |
| Most of your work will be outdoors and in all weathers with conditions that could be dirty, muddy and smelly. You will need to wear boots and protective clothing and work with farm animals and machinery, which can be dangerous, therefore a high level of awareness for your own, and that of colleagues, health and safety is required. Myerscough College Farms offers a work life balance however from time-to-time working hours could be long and irregular including early mornings and evenings. You will be busy at certain times of year for example lambing. | |
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| **DUTIES** |
| It is essential that relevant legislation, management activities and record keeping on farm are adhered to as directed and any breaches are reported to the line manager. This includes adherence to all current and future policies, training and development during the course of employment. |
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| Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  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 responsible for their own and others health and safety, reporting any breaches to the line manager.  Role model and promote the college values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.   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 |

**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 (A/I)  Capable of working long hours (I)  Good attendance at work record (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Evidence of suitable practical experience in an agricultural environment (A) | 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) |  |
| ***Special Aptitudes*** | |
| A natural stockperson (A/I)  Attention to detail (A/I)  Enthusiastic/Dynamic (A/I)  Able to work as a member of a team; and to work on your own initiative; trustworthy, undertake all tasks allocated in an efficient and effective manner (A/I)  Leadership skills and planning and organising workload |  |
| ***Interests*** | |
| Interest in students and their education (A/I) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I)  Excellent organisational and administrative skills (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (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)  Must be willing to work substantial amounts of overtime and used to unsociable hours (I)  Current driving licence (A/I) | Certificates in ATV operation and loadall (A) and Tractor Driving. |

\*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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| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 20 days holiday, plus 8 Bank Holidays | Local Government Pension Scheme Employee Contribution Rate (as at 1 April 2024) (based on actual NOT FTE)  Contribution rate %  Up to £17,600                     5.5%  £17,601 to £27,600          5.8%  £27,601 to £44,900 6.5%  £44,901 to £56,800 6.8%  £56,801 to £79,700 8.5%  £79,701 to £112,900 9.9%  £112,901 to £133,100 10.5%  £133,101 to £199,700 11.4%  £199,701 or more 12.5%  20.2% 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 £38.00 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.** | |

**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 | |