

The Roseland Multi-Academy Trust
JOB DESCRIPTION

Job Title	Farm Technician (Level 1)
Hours	15 hours per week term time (38 weeks) plus 4 hours every other weekend and some school holidays, including some bank holidays. Salary paid for 52.14 weeks per year.
Holiday Entitlement	Statutory holiday entitlement. Payment for leave has been included in the calculation of the annual salary. No leave should be taken during school term time unless specific prior approval has been obtained from the Headteacher.
Grade	B
Responsible to	Animal Care Teaching Practitioner / Leadership Team / Headteacher / Executive Leadership Team
Direct Supervisory Responsibility for	None
Indirect Supervisory Responsibility for	None
Important Functional Relationships	Internal: Staff and Students within the Trust External: Parents/Carers, Trustees, Governors, Visitors and Advisers, Suppliers of goods and services

Role Overview:

Roseland Community Farm is a small school-based farm. Our animals need to be cared for 365 days a year and the post-holder needs to be reliable, trustworthy and conscientious. You will provide assistance in the preparation of resources for practical lessons that meet both the health and safety standards and requirements of the classes involved. The position will involve lifting and manual handling of animals, goods and equipment. Cleaning out of animal pens and general cleaning around the farm is also required. This role will also involve working outdoors in a variety of weather conditions so a flexible approach is necessary with regard to duties.

Main Purpose of Job:

This very important and rewarding role requires you to care for the animals and plants on our school farm where you will be required to:

- Assist in the preparation of materials, equipment and teaching aids for classroom use as directed by the Animal Care Teaching Practitioner.
- To construct and assemble materials in preparation for lessons.
- To take the relevant materials and equipment to the classroom as required and in accordance with the planned learning activities. To ensure all such materials and equipment are returned in good condition, are cleaned and stored safely and securely.
- To assist in the organisation and storage of materials, equipment and resources. To issue and receive back resources, check for missing and damaged equipment against inventories and inform relevant members of staff.
- Prepare food and feed the animals and undertake stock checks of materials, tools and equipment in accordance with the established system and report stock levels to the Animal Care Teaching Practitioner.
- Ensure that the animal enclosures are maintained and are safe and clean, including changing bedding.

- Tidy up and clean the animal housing feeding room and other relevant working areas, materials and equipment, including breakages, spillages and disposing of waste materials so as to ensure a safe and hygienic working environment at all times and undertake general cleaning around the farm.
- Work to established organisational practices of the department so as to ensure the efficient organisation of work and storage areas, ensuring that all working areas are left in a safe and secure state at all times.
- Clean and groom the animals and undertake manual handling of animals, goods and equipment.
- To assist in the maintenance of equipment and resources to ensure good safe working order of all resources, including routine testing and checks, assistance in servicing and undertaking minor repairs (as trained) as directed.
- Undertake small group supervision/instruction, for example during morning break times.
- Assist with moving animals from one place to another and provide exercise opportunities for animals.
- Check for signs of illness or distress in the animals.
- To take animals to the vet when required.
- Assist with the healthcare of the animals, e.g. health checks, nail clipping, grooming and hoof trimming.
- Administering medication to the animals.
- Provide enrichment to the enclosure.
- Keep relevant records and make notes where applicable to ensure any matters are communicated effectively.
- Answer questions and queries from colleagues where applicable.
- Adhere to all Trust policies, procedures, data protection, health and safety requirements and be familiar with and advise staff on particular hazards of chemicals, materials and equipment in line with COSHH, CLEAPPS and other relevant health and safety guidelines. To remain aware of current safety guidelines and legislation.
- To maintain confidentiality of information acquired in the course of undertaking your duties.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

PERSON SPECIFICATION

Job Title: Farm Technician (Level 1)
Department: School Based

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Practical experience of caring, feeding and looking after small animals.	Practical experience of caring and maintaining crops and plants. Practical experiences of maintaining and repairing enclosures and hutches.	Application form/ interview.
<u>Education & Training</u>	Attainment of GCSE qualifications (or equivalent level 1 qualifications) to include English and Maths. Good ICT knowledge.	Basic Health & Safety certificate. Animal Care/Land-Based Operations qualification.	Application form.
<u>Special Knowledge & Skills</u>	Good organisational and communication skills. Reliable, flexible and trustworthy. Able to clean and maintain animal accommodation. Driving licence and/or use of a vehicle in case of emergencies, i.e. to take an animal to the vets.	Experience with materials and procedures subject to COSHH Regulations. Experience of grooming animals and have a confidence in handling, holding and restraining them. Experience of the care of young animals.	Application form/ interview.
<u>Any Additional Factors</u>	Self-motivated. Enjoys working outdoors. Ability to work on own initiative and as part of a team.	Confident to administer medicines to animals by following veterinary advice under direction of the Animal Care Teaching Practitioner.	Interview.