

## Farm Manager: Job Description

*The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.*

### **1. Strategic Development and Self-Evaluation**

- Develop and maintain both strategically and on a day-to-day basis, the school farm as a centre of excellence for environmental, agricultural and animal care education
- Ensure that the farm's central purpose of providing practical, relevant and realistic experience so that young people may meaningfully learn about the living world, is fully realised
- Lead and manage the agricultural work of the farm, ensuring that the farm remains financially viable and continues to develop in an ecologically sound and environmentally friendly way and deploying relevant staff in order to achieve this
- Manage and deploy effectively the financial and physical resources available to support teaching and learning and the agricultural business on the farm
- Be a director of the Warriner School Farm Company and a trustee of the Warriner School Farm Trust
- Lead the development of the farm as an integral part of the school, supporting the education and development of students
- Lead the development of the farm as a community resource in accordance with school policy, supporting the education and development of young people from partner schools and community organisations
- Support the Subject Leader for Animal Management to develop programmes of study and schemes of work designed to maximise student achievement and motivation
- Oversee the work of other relevant colleagues responsible for farm-based outreach courses in the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- Work with colleagues to formulate aims, objectives and strategic plans for the farm, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School
- Be accountable to the directors of the Warriner Multi Academy Trust through the Farm Directors committee for the self-evaluation of the farm, its financial viability and its continued role in supporting the teaching, learning and achievement of students
- Ensure that Health and Safety policies and practices, including Risk Assessments, relating to all of the work and activities of the farm are in line with national, local and school requirements and are updated where necessary, therefore liaising with the Warriner MAT's Health and Safety Manager
- Market effectively and imaginatively the farm and its achievements to the community in order to gain support and acknowledgement for its achievements and aspirations
- Secure financial and practical support from the community in order to meet the needs and running costs of the farm and to achieve the priorities for the farm outlined in the School Development Plan
- Manage fund-raising events, through the Warriner School Farm Trust, to support the farm, such as Farm Open Days

## **2. Student Achievement**

- Liaise with the Subject Leader for Animal Management and Executive Head of the Warriner Multi Academy Trust and other relevant colleagues to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective farm-related curriculum programme for Warriner students and young people from other schools and organisations as appropriate
- Participate in the teaching and learning programmes undertaken by relevant groups of students on the farm. This may include the following: BTEC Animal Care & Management, Warriner Farm Club Students, Warriner nurture students; work with students from other secondary schools and primary and nursery school children
- Work with individuals and groups of students both in curricular and extra-curricular time in order to inspire and motivate them and to deploy them appropriately to undertake farm-based work
- Work with relevant colleagues in order to ensure that farm-related teaching and learning commitments are effectively and efficiently time-tabled, resourced and roomed
- Support subject leads to develop curriculum links across the school and to facilitate and support the use of the farm as a teaching and learning resource for subjects across the curriculum
- Ensure that student behaviour and appearance support learning across the department, conforms to agreed school policy and contributes to high standards across the school

## **3. Leading and Managing Staff**

- Ensure that all members of farm staff are line managed effectively and enjoy high-quality performance management opportunities in line with school policy and to ensure that any staff development needs are identified and that appropriate programmes are designed to meet such needs
- Oversee the work of the Assistant Farm Manager, ensuring a fair and reasonable delegation of work and providing high quality support in order to secure the highest professional standards within the department
- Be responsible for the efficient and effective deployment and day-to-day management of staff employed on the farm and to act as a positive role model
- Promote teamwork and motivate staff to ensure effective working relations
- Ensure that all farm staff are familiar with the vision, development plans and aspirations of the farm
- Play a leading role in the interview process for staff employed on the farm when required and to ensure effective induction of new staff in line with school procedures

#### **4. Resource Management**

- o Manage and develop existing and new enterprises in collaboration with other farm-based staff
- o Explore and introduce new enterprises as appropriate
- o Oversee the development of other agricultural, environmental and ecological projects in accordance with development plans
- o Develop the commercial concerns of the farm including the sale of stock, arable produce and other merchandise
- o Ensure high standards of animal husbandry at all times
- o Lead and actively contribute to the practical day-to-day work of the farm, including its arable work and work with the livestock, machinery, accommodation, repairs & maintenance and other relevant activities and concerns
- o Maintain the standards required for existing grant and assurance schemes, for example Countryside Stewardship Mid-Tier and the Basic Farm Payment Scheme. Investigate and apply for new schemes as appropriate
- o Manage the available resources of the farm, including land and buildings, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; to include liaising with landlords in the renewal of, and compliance with existing tenancy agreements
- o Maintain the farm's collection of artefacts and develop their use as an educational resource
- o Liaise with partner schools, post-16 providers, community organisations, industry, farmers, contractors, suppliers and relevant members of the community
- o Represent the views and interests of the farm within school and beyond
- o Liaise with the Finance Department to ensure efficient and accurate accounting and the deployment of available funding and acting as the main checking mechanism for invoice payments.
- o Be responsible for financial planning, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records; as well as annual year end valuations and production of enterprise management accounts to inform Farm Director committee decision making
- o Maintain/ensure maintained and provide as appropriate, records and information for the school and outside agencies, as required
- o Provide the Executive Head of the Warriner Multi Academy Trust and the directors of the Warriner School Farm with relevant information relating to the farm

#### **5. General**

- o Attend and participate in Farm Director, Farm Trust and other school meetings as required
- o Ensure that the Farm contributes effectively to the school's extra-curricular programme and links with the wider community
- o Carry out tasks as reasonably requested by the Headteacher
- o Actively support agreed school policies and ensure their effective implementation across the department where relevant

As an employee you have legal duties which include:

1. taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. co-operating with your employer on health and safety,
3. correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. not interfering with or misusing anything provided for your health, safety and welfare.

*All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references*

**Professional Development (Identify CPD needs.)**

- I.
- II.
- III.
- IV.

**School Development Plan (Summarise making reference to the current SDP)**

- 
- 
- 

Signed: \_\_\_\_\_ (Post holder)

Line manager: \_\_\_\_\_

Date: \_\_\_\_\_