

|  |
| --- |
| **Assistant Herdsperson / TMR feeder** |

|  |  |
| --- | --- |
| **Reporting to:** | Farm Manager via Dairy herd Manager |
| **Working Hours:** | Full time  |
| **Salary:** | £21,739 - £23,161 |
| **Annual Leave:** | 26 electable days, 8 statutory days  |

**Job Purpose**

The assistant herdsperson will be part of the 3-person team responsible for the day to day milking operation of the 280 cow college dairy herd. This position will also include taking a lead role in the feeding of the herd and associated young stock and contribution to the smooth running of the College farm as required.

**Duties and Responsibilities of the Job**

1. *Main Duties:*

|  |
| --- |
| 1. Assist the Dairy Unit Manager to implement the agreed policy for the College’s Dairy Unit to a high standard.
 |
| 1. Carry out daily husbandry tasks relevant to dairy cattle and young stock including milking, feeding, stock health tasks, record keeping, movement, weighing and selection.
 |
| 1. To undertake the daily feeding of the herd and young stock using modern machinery including a TMR mixer wagon.
 |
| 1. Assist the Dairy Unit Manager to ensure adequate stock levels, biosecurity, maintenance and tidiness of the equipment, machinery and premises relating to the dairy Unit.
 |
| 1. Supervise students on routine duties and assist with the preparation and delivery of practical classes.
 |
| 1. To adhere to the college professional standards of behaviour and set the best example to students. Ensure good student discipline at all times during their time at the college farm.
 |
| 1. To carry out general farm duties as and when required on the College Farm.
 |
| 1. Maintain effective communication with staff, attend meetings when required.
 |
| 1. Adhere to the College's Safety Policy, ensuring that appropriate standards are maintained.
 |
| 1. Participate in farm development planning.
 |
| 1. Work as a team with other farm staff and with staff from other departments, to ensure the smooth running of the College Estate.

  |
| 1. Participate in an annual appraisal of performance as laid down in the agreed guidelines.
 |
| 1. Undertake staff development appropriate to the needs of the College and that identified by the appraisal process.
 |
| 1. Undertake any other reasonable duties from time to time as requested by the Dairy Unit Manager, Farm Manager, Principal or Senior Management.
 |

1. *Continuous Professional Development*

|  |
| --- |
| 1. Participate in staff development activities to support Continuous Professional Development (CPD)
 |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.
 |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative
6. friendly and welcoming

|  |
| --- |
| **Essential criteria for the post** |
| Must have a minimum of 3 years previous experience with working on a large scale dairy unit. |
| Must have excellent cattle husbandry skills and a proven track record of maintaining high welfare standards. |
| Must have experience of feeding cattle using a TMR diet feeder and tele handler. |
| Must hold a tele handler certificate |
| Clear verbal communication skills to enable the smooth running of the unit and support for students. |
| Must have specific experience of working with cattle, milking and feeding. |
| An ability to be self-managed and work alone from time to time. |
| High professional standards in work and behaviour.  |
| IT literate with good level of English and Maths. |
| **Desirable criteria for the post** |
| Ideally an understanding of the *Interherd* recording system or a willingness to learn. |
| Basic maintenance and repair skills.  |
| Some previous teaching / instructing experience. |
| Artificial insemination certificate. |
| Transport of livestock certificate (short journeys). |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are expected to be a minimum of 39 hours per week but some flexibility will be required to meet the needs of the business.  The salary has been based on the expected workload through the year and this will be seasonal in its timing and you will be expected to work at weekends on a rota basis and at other such times as your employer with reasonable notice requires.  There will be seasonal peak workloads and some evening and weekend working required to support farming and faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check. If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.