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| **Tractor Driver/General Farm Worker** |

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| **Reporting to:** | Farm Manager |
| **Working Hours:** | Full time (39 hours per week) |
| **Salary:** | £21,666 - £25,328 per annum & accommodation (scale point 17 - 22) |
| **Position Code:**  | PC S4 |
| **Annual Leave:** | 26 electable days, 8 statutory days  |

**Job Purpose**

The General Farm Worker will play a key role in the running of the farm. We require a flexible person that has a wide range of skills to work in all enterprises across the farm when necessary. Machinery operations and livestock work will play a key part of the role.

**Duties and Responsibilities of the Job**

1. *Main Duties:*

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| 1. Assist the unit enterprises as directed when necessary.
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| 1. To carry out all relevant machinery operations when required including cultivation work, crop establishment, slurry handling, FYM handling and feeding.
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| 1. Carry out tasks relevant to each livestock enterprise including feeding, milking, stock health tasks, record keeping, movement, weighing and selection.
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| 1. Carry out machinery maintenance.
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| 1. Supervise students on routine duties and assist with the preparation and delivery of practical classes.
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| 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.
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| 1. To carry out general farm duties as and when required on the College Farm.
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| 1. Maintain effective communication with staff, attend meetings when required.
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| 1. Adhere to the College's Safety Policy, ensuring that appropriate standards are maintained.
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| 1. Participate in farm development planning.
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| 1. Work as a team with other farm staff and with staff from other departments, to ensure the smooth running of the College Estate.

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

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

At Plumpton College we are:

* Ambitious and Progressive
* Enterprising
* Professional
* Passionate about everything we do
* Supportive

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| **Essential criteria for the post** |
| Must have previous experience working on a mixed farming enterprise. |
| Must have strong machinery operating skills. |
| 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 pigs, sheep, beef and dairy cattle. |
| 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** |
| Previous milking experience. |
| 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.