



Farm Secretary	
Reporting to:	Farm Secretary
Working Hours:	Full time (37.5 hours per week)
Salary:	SCP 21 to 25 (£25,580 – £28,880 per annum) plus Local Government Pension Scheme
Position Code:	PC S5
Annual Leave:	26 electable days plus 8 statutory days

Job Purpose

To provide a range of administrative and coordination support to the Farm Manager and farm team ensuring that efficient back-office systems are in place to support all aspects of farming activities. The postholder is also responsible for providing the interface between the farm and its users such as the public, students, wider college staff and external stakeholders.

Duties and responsibilities of the job

Office Management
a. To maintain the professional presentation of the Farm office and Bio-Security Centre in accordance with Data Protection legislation and site security protocols.
b. To provide a live reception facility to all farm users ensuring the appropriate logging of visitor information; the prompt response to calls; the safe coordination of post and deliveries and the maintenance of farm related information such as SharePoint, noticeboards, pop ups and automatic messages/greetings.
c. In accordance with college procedures and the college's online accounting software ensure the accurate requisition of all farm related purchases; the timely processing of all invoices, income receipts and the frequent analysis, interrogation and triangulation of financial reports pertaining to the farm.
d. In relation to the above in (b), produce a weekly farm diary accessible to wider staff and students.
e. To lead on the safe management of contractors at the farm in line with college procedures. As part of this, escort visitors and contractors around the farm enterprises as required and as appropriate.
f. To maintain a clear understanding across the farm team of rota information, staff absences, visitor expectations, events and key development and improvement priorities.

Record Keeping & Information Management
g. To maintain farm records on an inspection ready basis aligned to the requirements of agreed awarding/funding organisations and external legislative compliance.
h. To record and maintain accurate minutes of all team meetings in an accessible format for the farm team.
i. To ensure that clear processes are in place to capture data which directly feeds agreed key performance indicators across all farming enterprises.
j. To provide any other information for farm enterprises to staff and students as approved by the Farm Manager.
k. To act as custodian of the digital media content relating to the farm in whatever format required by the college.
Safety and wider college integration
l. To support the farm team in ensuring that all accidents and near misses are reported promptly using systems required by the college. To lead on the administration and submission of the Health & Safety Management cycle against agreed deadlines.
m. To ensure that health and safety information such as risk assessments and safe systems of work are accessible to all farm staff.
n. To administer the bio-security centre ensuring the clear registration of all visitors and the smooth operation of college entry procedures to the farm.
o. To ensure that information pertaining to students is appropriately circulated to the farm team. As part of this, ensure that student profiles are accessible to the farm team to facilitate differentiation during the routine cycles amongst students.
p. In relation to (n) above, ensure that student feedback reports arising from routine duties are systematically captured and relayed to relevant staff and the students themselves.
q. Undertake any other reasonable duties from time to time as requested by the Principal, Safety Team, or Senior Management.
r. To undertake such other duties commensurate with the grade of the post as may reasonably be required.
Training and Development
s. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
t. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.
u. Actively participate in the self-assessment, team days and visioning exercises for the farm team
v. Maintain a competency matrix for the farm team against legislative requirements and the Farm Manager's priorities.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

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

Essential criteria for the post
<ul style="list-style-type: none"> • Minimum Level 2 in literacy and numeracy
<ul style="list-style-type: none"> • Excellent organisational skills and IT skills – high level of literacy with MS Word & Excel
<ul style="list-style-type: none"> • Ability to understand financial information
<ul style="list-style-type: none"> • Strong administration and organisational skills
<ul style="list-style-type: none"> • Experience of dealing with livestock movement systems and compliance
<ul style="list-style-type: none"> • A sound understanding of farm record requirements
<ul style="list-style-type: none"> • Confident and articulate communication skills with the ability to deal with people of varying backgrounds; interests and motivations.
Desirable criteria for the post
<ul style="list-style-type: none"> • Knowledge of UK farming legislation and regulatory bodies
<ul style="list-style-type: none"> • Experience of working within health & safety frameworks and/or related legislation
<ul style="list-style-type: none"> • Experience of working within a college or higher education setting.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave must be booked on-line via the HR/Payroll system.

Continuous Professional Development (CPD)

This post will be entitled to CPD for 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 LGPS 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. Access to Employee Assistance Programme, Cycle to Work Scheme and staff discounts.

Date issued..

JD category

Agreed by

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.