**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Dairy Lead | Farms |
| **SALARY** | **BENEFITS** |
| Salary in the region of £34,000 to £41,000 per annum  Relating to qualifications and experience. Based on an average 48-hour week. To include weekends when required. | Local Government Pension Scheme  20 days holiday plus 8 Bank Holidays  Accommodation provided if required |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Working Farm Manager | Students on practical instruction/experience |
| **BRIEF OUTLINE** | |
| The College Farms are managed commercially and provide for the education and training needs of students. This is an exciting opportunity to join a progressive dairy herd as the College moves from 20/40 swing over parlour to 3 Robotic Milkers. The herd consists of 180 Holstein cows plus followers, averaging 9250L.As a member of the farm staff the Dairy lead will be required to communicate accurately and assist with the training and assessment of students whilst providing a wide range of learning opportunities for our landbased courses. Responsible for the day to day management of the College dairy herd and any other livestock or duties deputised to you. Discussion and agreement of targets will be with the line manager and fit with the wider enterprise mix on the estate including Dairy, Beef, Arable and Student experience. | |
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| **DUTIES** | |
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| Oversee the implementation and integration of the robotic milking machines and the transistion of the milking herd from the parlour to the robots.  Contribute to the strategy of and lead on the day to day management of the college dairy herd to maintain high levels of production.  Manage the milking of college dairy herd, following the agreed milking routine and producing clean, saleable milk.  Maintain cow health and welfare.  Maintain a clean and tidy working environment including office spaces, milking plant and equipment, tank room and all other areas of work. | |
| Record keeping and the supply of information to other farm staff. | |
| Work as part of the farm team, contributing to the smooth running of the farm by working as part of an agreed work rota, sharing weekend and evening duties and providing absence and holiday cover and night checks as required.  Keep technically up to date with aspects of dairy management.  Role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.   Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies.  Any other duties that may reasonably be required by Line Management and the Principal | |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language and ability to communicate effectively with staff, visitors and students (A/I)  Good attendance at work record (A/I)  Forward thinking/progressive attitude (A/I)  Self motivated with the ability to work unsupervised (A/I)  Effective time management (A/I) |  |
| ***Attainments*** | |
| Appropriate qualification in agriculture or evidence of suitable practical experience of milking cows in a well-run similar sized herd (A/I) Min level 3  Experience of using appropriate tractors/farm equipment. (including livestock equipment) (A/I)  Stock experience. Evidence of cattle work and ability to milk (A/I)  Competent in use of IT (A)  4 GCSEs, or equivalent, including English & Maths grade C or above (A/I) | Certificates in ATV operation, foot trimming,  Hold or willing to undertake training to become certified to carry out fork lift truck operation. (City and Guilds Level 2 Award in Land Based Fork Lift Truck Operation – Rough Terrain Telescopic) (A/I)  DIY AI and cattle foot trimming or willingness to attain.(A/I) |
| ***General Intelligence*** | |
| Good level of intelligence (A/I)  Herd management potential (A/I)  Logical thinker (A/I)  Ability to keep basic written records (A/I) | Experience of working with compuer programmes and records for milk production. (A/I) |
| ***Special Aptitudes*** | |
| A natural stockperson (I)  ICT skills (A/I)  Attention to detail (A/I)  Enthusiastic (I)  Trustworthy (I)  Flexible approach to to work rota’s and tasks.  Willingness to undertake extra duties associated with a teaching/visitor environment (A/I) |  |
| ***Interests*** | |
| To be of an outgoing nature and able to share interests (I) | Interest in students and their education (I) |

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| ***Disposition*** | |
| Good team player (A/I)  Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of health and safety law and workplace policies as they apply to the farm environment and policies. (A/I)  An understanding of “safeguarding” legislation and its importance within the College \* (A/I)  An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **SALARY** | HOURS OF WORK |
| Salary in the region of £34,000 to £41,000 per annum  Relating to qualifications and experience. Based on an average 48-hour week. To include weekends when required. | Average 48 hours per week. Variable due to the seasonal nature of the role. Inclusive of alternate weekends. |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 20 days holiday plus 8 Bank Holidays. | Local Government Pension Scheme  Up to £15,000 pa 5.5% Employee  £15,001 to £23,600 pa 5.8% Employee  £23,601 to £38,300 pa 6.5% Employee  £38,301 to £48,500 pa 6.8% Employee  £48,501 to £67,900 pa 8.5% Employee  £67,901 to £96,200 pa 9.9% Employee  £96,201 to £113,400 pa 10.5% Employee  £113,401 to £170,100 pa 11.4% Employee  £170,101 or more pa 12.5% Employee  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  **Please note that all new employees of the College will be required to pay for their DBS check (at present £38.00 for an enhanced level check).**  **Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.**  **Please see overleaf regarding DBS Update Service.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |