



**KINGHAM HILL
SCHOOL**



Society of Heads, BSA
310+ pupils aged 11-18
Co-educational, boarding and day school

Kingham Hill School is a small independent school with a 'family feel', and a distinctive Christian ethos, set in the heart of the glorious Cotswolds.

We will have the following vacancy from July 2018:

SCHOOL FARM COORDINATOR

(20 hrs per week during term-time, 10 hrs during school holidays)

We are looking for a motivated individual to manage the school farm, currently comprising ponies, sheep, pygmy goats, alpacas and rabbits. The successful candidate will be responsible for day to day management of the land and livestock, organising extra-curricular activities and assisting teaching staff in the delivery of the BTEC Animal Management course, and after school clubs. The applicant must be flexible, self-motivated and enjoy working with young people.

Equine experience is essential and experience of other livestock is preferred but training can be given.

The opportunity to stable own horse is also available.

Closing date for applications: Friday 30th March 2018

For further information please contact Lucy Savage, 07746 030111 or visit our website for a Job

Description and Application Form: www.kinghamhill.org.uk

Please send a completed application form, together with a covering letter and current CV to:

Julie McGiffen, HR Manager, Kingham Hill School, Chipping Norton OX7 6TH Tel: 01608 658999

E-mail: j.mcgiffen@kinghamhill.org

Charity No. 1076618

Kingham Hill School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



KINGHAM HILL SCHOOL

Job Description

Job Title: School Farm Coordinator (20 hours per week during term-time, 10 hours during school holidays)

Reports to: Head of Extra Curricular

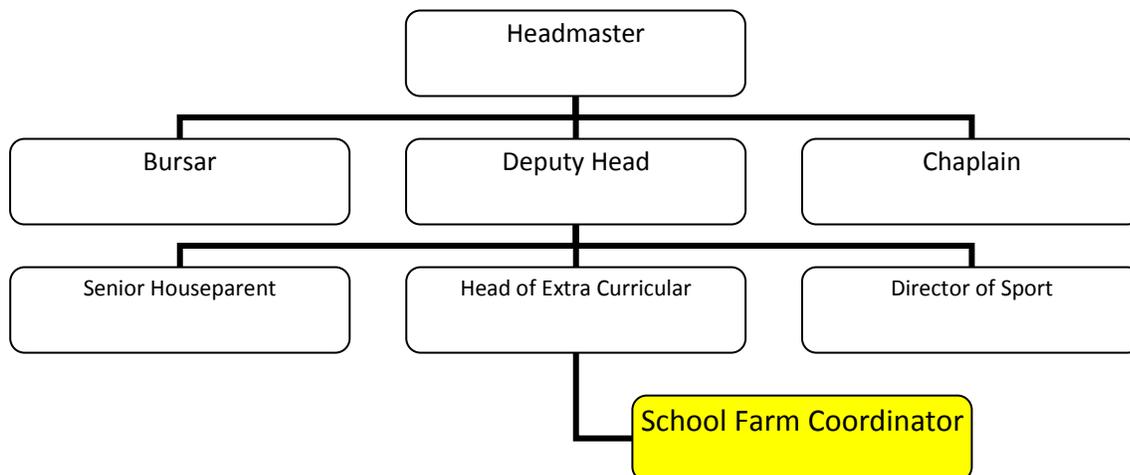
Location: Kingham Hill School

Date: July 2018

1. Purpose of job:

To manage and develop the School Farm project, provide support for the BTEC Animal Management course and encourage the pupils to become involved in all areas of the animals' care.

2. Organisation chart:



3. Principal accountabilities:

- a. To manage and develop the project and encourage the pupils to become involved in all areas of the animals' care. To work with the pupils to make decisions regarding the types of animals kept and capital purchases made from income.
- b. To ensure risk assessments, permission forms and COSHH forms are kept up to date and health and safety procedures adhered to across the department.
- c. To co-ordinate and arrange cover for animal care on a year round basis to ensure the animals' wellbeing at all times.
- d. To run a lunchtime club for pupils to learn to care for the animals, grow in responsibility or simply come to a "safe" place.
- e. To encourage pupils to help with morning and evening duties as appropriate.
- f. To maintain the grazing land, buildings and equipment in a good state of repair or condition and to take necessary steps to ensure they remain fit for purpose.
- g. To manage and administrate the budget for the animal club and ensure that constraints are adhered to in conjunction with the line manager and bursary.
- h. To undergo any training necessary to improve working knowledge and gain necessary skills.
- i. Oversee extra-curricular clubs in person or coordinate tasks for other staff running the clubs;
- j. Work in conjunction with academic staff to ensure that equipment and livestock are set up for lessons in an appropriate manner;
- k. To carry out any other tasks as determined by the Deputy Head or Head of Extra-curricular.

4. Knowledge, experience, skills and personal attributes required for acceptable job performance:

- a. An excellent organiser with demonstrable planning skills;
- b. Ability to work without direct supervision;
- c. To have relevant skills and experience; equine experience is essential, together with a willingness to learn about other livestock;
- d. To hold a current First Aid Certificate or be willing to undertake relevant training;
- e. To be a self-starter, highly motivated and naturally pro-active;
- f. To have excellent communication skills with the ability to motivate others;
- g. Fully supportive of the Trust's Christian ethos;
- h. Hard working with a good sense of humour.

5. Requirements of the Nominee:

- a. The nominee is to be entitled to employment within the EU or can be, following a successful application;
- b. The nominee will be subject to an enhanced Disclosure & Barring check prior to their permanent employment being confirmed. This is a statutory child protection requirement;

- c. The nominee will be required to provide original or certified copies of their professional qualifications (if appropriate) and provide the details of one personal and two professional referees. Acceptable references must be received before any offer of employment is confirmed;
- d. The nominee must offer the School a verifiable, detailed and unbroken history of education and employment;
- e. The nominee should be in good health and be willing to undergo a pre-employment medical examination by the School doctor if requested.

6. Remuneration Package:

- a. The base salary for the post will be commensurate with the skills and experience of the successful candidate.
- b. The post holder, if not already employed by the School, will be entitled to join the School's Contributory Pension Scheme.
- c. Holidays will be 25 working days plus public holidays per annum and will be taken at a time convenient to both the School and job holder.

7. All staff are required to acknowledge:

All Kingham Hill School employees have a responsibility towards the safeguarding of our pupils' welfare regardless of their role at the School.

The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy, and other related policies, for promoting and safeguarding the welfare of children and young people. If, in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Officer.

Agreed Job Description

_____ **Job Holder (Signature)**

_____ **For the School (Signature)**

_____ **Date**