

JOB DESCRIPTION



Job Title	Farm Officer
Service	Highdowns
Responsible to	Service Manager
Responsible for	High Standards of cleanliness within the environment and up keep of the livestock
Purpose	The purpose of this role is to assist the Service Manager in ensuring that the site environment, garden and farm are maintained to a satisfactory and acceptable environment and to ensure the proper care of the animals

Key Tasks	• To carry out any duties delegated by the Service Manager, liaison is required on a daily basis. • To carry out any repairs and general farm maintenance. • Field work, to include ploughing, seeding, harrowing, topping, hedge cutting, fence repairs etc. • Carry out the care and arrange the repair of tractors, trailers and any other Yard machinery. • To ensure that all health and safety issues are adhered to regarding the maintenance of the farm. • To make themselves aware of all policies and procedures for the organisation and ensure these are followed at all times. • Professional bodies can, at any time, inspect the farm so it is of the utmost importance that the health, safety and cleanliness of the yard be kept up together on a daily basis. • Keep medicine book up to date (individual animal treatments). • Keep records of all medicines held on site (purchase date, use by date, batch number, name, manufacturer and name of supplier). • Keep all medicines and chemicals locked in a suitable container. • Keep movement book up to date. • Record all feeds purchased. • Keep all breeding records (service, farrowing date). • Keep all animals identified as per DEFRA (ear tags). • Keep a proposed feed plan for individual groups of animals, meeting dietary requirements for at least six months in advance. • Work to a high standard of welfare and hygiene. • Work to veterinary requirements. • Ensure a relief is trained in case of illness. • Dispose of any casualties as per DEFRA recommendations. • Conform to all DEFRA requirements. • Demonstrate an overall ability to organise, show tact and sensitivity when faced with information regarding difficult situations. Respect confidentiality with regard to management and staff. • Understand the need to carry out good practice and be aware of the roles of all staff. • Demonstrate a non-discriminatory practice at all times. • Liaise with other parties in a professional and respectful manner. • Welcome visitors and report their arrival to the service manager immediately offering hospitality where needed. • Undertake responsibility for the health and safety of the environment. • Undertake any training set down by the management. • To carry out any duties as directed by the service manager in conjunction with your role.

Person Specification

Job Title: **Department:** **Date of Completion:**

Qualities	Essential	Desirable
Physical Make-Up	A good level of understanding in spoken and written English Good level of literacy and numeracy	
Skills and interests	Organisational skills Inter-personal skills Ability to multi task Good knowledge of animal husbandry Able to organise own work load and work well under pressure Ability to observe and record information Ability to recognise and manage own stress loads Flexible approach to the needs of the service Work on own initiative Reliable, open, honest, good listener and punctual Approachable, friendly, professional Ability to make decisions	
Knowledge and Understanding	Knowledge, understanding and awareness of the day to day running of a farming environment and the livestock that live on it	

Signed:

Date:

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(complied by)

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(signature of job holder)