

## General Farm Hand POSITION DESCRIPTION

**POSITION:** General Farm Hand

**ORGANISATIONAL UNIT:** Maintenance Department

**POSITION STATUS:** Full time, permanent

**CLASSIFICATION:** BSS C Level 2- BSS C Level 3

### POSITION OVERVIEW:

The General Farm Hand supports the ongoing maintenance and development of the Staughton Vale Campus and ensures the care and wellbeing of all animals and stock. The role requires upholding the School's vision—particularly in student welfare, public relations, and customer service—when engaging with students, staff, external organisations, and community groups.

### KEY DUTIES & TASKS

#### 1. Horticulture and Crop Production

- Establish and cultivate crops in line with curriculum and operational needs.
- Maintain plots through watering, fertilisation, pest and weed control, composting, and worm farm care.
- Harvest and manage produce in accordance with school procedures.
- Support upkeep of gardens and garden tools.

#### 2. Maintenance and Operations

- Perform general farm maintenance including fencing, mowing, painting and upkeep of teaching and facility areas.
- Operate, maintain, and repair farm machinery, tools, and equipment as required.
- Manage farm supplies, including receipt, safe storage, and stock control of feed, bedding, and chemicals.

#### 3. Livestock Care

- Provide daily feeding, watering, and health checks for animals on site.
- Assist the Caretaker with animal welfare practices, including parasite control, drenching, vaccinations, and basic first aid as required.
- Maintain enclosures and paddocks, ensuring cleanliness, safety, and appropriate rotation for parasite management.
- Assist the Caretaker with animal husbandry activities such as shearing, hoof care, egg collection, and rehoming where required.
- Communicate with veterinary services and external stakeholders to support animal health and compliance needs.

#### 4. Teaching and School Support

- Assist with setting up school programs, excursions, and events held at the campus.
- Represent the School's vision and values when engaging with students, staff, and community members.

#### 5. Compliance and Safety

- Follow all occupational health and safety procedures, including safe chemical handling and use of personal protective equipment.
- Report hazards, incidents, and maintenance needs promptly.



**6. Child Safety**

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

**7. Managing Self & Professional Skills**

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

**8. Working with People**

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

**9. Other duties**

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## ORGANISATIONAL RELATIONSHIPS

**Reporting directly to:** the Caretaker. This position has a secondary reporting line to the Manager of Building, Grounds and Maintenance and the Principal.

**Direct reports to this position:** n/a

**Internal Relationships:** All staff

**External Relationships:** students, parents, general public.

## WORK DIRECTION/ SUPERVISION

- The incumbent will possess efficient knowledge and skill to provide independent customer service;
- Significant discretion and independent judgement are required with constraints set by the Executive Assistant to the School Principal and/ or Principal; and
- Exercise the highest degree of confidentiality, discretion, patience, tact and diplomacy at all times.

## KEY SELECTION CRITERIA

### Qualifications/Licences

- Current Driver's Licence
- Working with Children Check (WWCC)
- Occupational Health & Safety Awareness – demonstrated understanding of safe work practices in farming/animal care environments.
- First Aid Certificate (Level 2 or equivalent) (or willing to obtain).
- National Criminal History Check (or willing to obtain)

### Desirable Qualifications / Training

- Certificate II or III in Agriculture, Horticulture, or Animal Studies.
- Farm Chemical Users Permit (ACUP or equivalent).



- Tractor / Machinery Operation Training – e.g., Safe Tractor Operation, Chainsaw Safety, or similar short courses.
- Livestock Handling / Animal Husbandry Training – formal or informal training in animal welfare and biosecurity practices.

#### Essential Criteria

- **Animal Husbandry Knowledge and Experience:** Demonstrated experience in caring for a range of livestock (e.g., poultry, sheep, goats, alpacas, small animals), including feeding, health monitoring, parasite control, and general welfare practices.
- **Horticulture and Crop Production Skills:** Practical knowledge of planting, cultivating, and maintaining crops, including pest and weed control, fertilisation, and harvesting.
- **Farm Maintenance and Machinery Operation:** Ability to operate and maintain farm machinery, tools, and equipment, along with skills in general property maintenance such as fencing, mowing, and facility upkeep.
- **Knowledge of Safe Work Practices:** Understanding of and commitment to occupational health and safety standards, including safe handling of chemicals, equipment, and livestock.
- **Organisational and Record-Keeping Skills:** Ability to manage farm supplies and resources, including ordering, stock control, and maintaining accurate records.
- **Teamwork and Communication:** Strong interpersonal and communication skills with the ability to work collaboratively with teaching staff, students, and external stakeholders, and to represent the School's vision and values.
- **Flexibility and Initiative:** Capacity to work independently and proactively, manage competing priorities, and adapt to the varied needs of a school-based farm environment.
- **Commitment to Student Learning and Welfare:** Willingness to support teachers in the delivery of agricultural programs, provide a safe and engaging learning environment for students, and act as a positive role model.

## AUTHORISATION

### PRINCIPAL APPROVAL

\_\_\_\_\_ Date: \_\_\_\_\_  
Debra Ogston, Principal

### STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_