



## General Assistant

### Job Description and Person Specification





## About Farms for City Children

Farms for City Children is a vibrant Charity that welcomes children from cities and disadvantaged communities to experience the adventure of working together on our farms in the heart of the British countryside. Whether they stay for a whole week with their school or come with a local group for a day visit, this unique experience can be life changing. Visiting children are immersed in the natural world of food, farming and countryside life where they participate in the seasonal tasks of the day: sowing, growing and harvesting in our kitchen gardens; caring for livestock and looking after the land; and cooking up a home-grown feast in the farmhouse kitchen. Spending time working alongside real farmers fosters children's independence and helps them to grow in confidence, develops their self-esteem, and encourages them to become more resilient. At our heritage farms and in partnership with our commercial farming neighbours, children experience the benefits of collaboration, enjoy plenty of physical activity, good food, and fresh air, and discover the magical rural environment that is full of new words, sounds and experiences to inspire their creativity.

*"Some of the children we took to the farms had very difficult and chaotic lives. We took them out of a very difficult environment where they were unable to socialise and didn't know how to share and put them into a totally different world. It was a haven where they could thrive."*

***Teacher from London***

Further details about the Charity are available on our website [www.farmsforcitychildren.org](http://www.farmsforcitychildren.org)

## Job Description – General Assistant



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|---------------|---|
| Job Title     | General Assistant   |
| Location      | Farms for City Children, Nethercott House   |
| Reporting to  | Office Manager  |
| Contract type | Full Time, Permanent  |
| Salary        | Appoint scale £18,000 - £18,500   |
| Benefits      | 33 days holiday per annum inclusive of bank holidays, contributory pension of 6%, employee assistance scheme with Health Assured. |

### Role Overview

The General Assistant supports the efficient running of a large residential accommodation for groups of up to 39 children and their accompanying adults. As an important part of the team, the person in this role will work closely with the Office Manager, Housekeeper and Kitchen Manager to ensure the needs of resident groups are met and that the highest standards of health and safety, hygiene and cleanliness are maintained. This role will have regular and direct contact with our visiting children and adults and includes an opportunity to develop the skills required to work with groups out on the farm, with a key role in welcoming them upon arrival, supporting their induction into the house and maintaining a warm and friendly relationship throughout their stay.

### Main responsibilities

- To support the Housekeeper in ensuring that the house is kept clean and tidy, the laundry is well managed and handwashing facilities are kept clean and well stocked
- To support the Kitchen Manager in providing a high quality, nutritionally balanced, varied and healthy menu of home-made meals for all visitors and staff
- To support the farm team to create a warm, child-centred environment in which all visiting children flourish

### Strategy, Ethos, and Values

- Champion quality and excellence, seeking-out and sharing constructive feedback from beneficiaries to support the continual evolution of the operations at Nethercott House
- Model the values and ethos of the Charity and ensure these are upheld at all times

### Continuous professional development

- Maintain a commitment to continuous professional development including undertaking professional and technical training as required by the Charity
- Keep abreast of best practice, by developing links with others within our organisation

### General

- Attend and contribute to Health and Safety and team meetings, proactively contributing ideas and suggestions in advance
- Any other work as directed by the Office Manager, appropriate to the role

## Person Specification – General Assistant

This role is only open to applicants who have the permanent right to live and work in the UK.



### Training, Experience and Qualifications

#### Essential

- Educated to GCSE or equivalent

#### Desirable

- Relevant experience of working in a housekeeping or kitchen environment
- Training in Food Hygiene or COSSH
- Experience of working with children and undertaking training in Safeguarding

### Knowledge and Skills

#### Essential

- An engaging communicator with the ability to connect with children of all ages
- A friendly and supportive colleague who fosters constructive and collaborative relationships across the Charity and seeks opportunities to share knowledge and learn from others
- Self-driven, with the ability to plan, prioritise and manage time effectively
- Calm under pressure

#### Desirable

- Demonstrable commitment to continuous professional development

### Additional Information

**Safeguarding** - This post is subject to a satisfactory DBS check.

**Hours of work** – 35 hours per week which may include early morning, evening and weekend work.

**Probationary period** - The appointment will be subject to a probationary period of 1 month.

**Proof of right to work** - All appointments are conditional on the appointee providing existing proof of right to work according to current Home Office rules.

**References** - All appointments are conditional upon receipt of two satisfactory references. Farms for City Children will give prior notification of the intention to contact referees.