



Farm Coordinator

Kojonup District High School

Position number	00047751
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

Information about Kojonup District High School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Oversee the management of the school farm.
- Manage and maintain daily operations and enterprises on the farm, which may include livestock management, cropping, land care, mechanics and infrastructure maintenance.
- Assists in the development and implementation of the farm plan.
- Assist the Farm Teacher in the development of agricultural training programs.
- Provide information and advice to the Principal, Farm Teacher and Agricultural Advisory Committee.
- Follow procedures and processes provided to maintain primary industry enterprises, vehicles, machinery and buildings.
- Assist in the development, implementation and review of the farm budget
- Assist in delivering educational programs, and resources relevant to primary industry curriculum.
- Maintain Grain and Livestock registers.
- Undertake weekend work when required.
- Provide instruction and demonstrations to groups of students, with Farm Teacher present.
- Ensure best practice approach to safety and health to meet the statutory requirements relating to Work Health and Safety, adhering to directives from Department of Education, Biosecurity, Quality Assurance and Animal Welfare.
- Assist in construction of Work Health and Safety procedures associated with Farm Enterprises.
- Assist students in preparing for competition and display at Agricultural Shows for Field Days.

- Engage and manage contractors, inductions and biosecurity measures for entry and exiting the school farm.

Selection criteria

1. Demonstrated knowledge, experience and competency within an agricultural enterprise. *(Relevant to the requirements of the school).*
2. Demonstrated ability to provide effective supervision of students.
3. Demonstrated financial management skills, including the ability to assist in the preparation, monitoring and reviewing of budgets and provide reports.
4. Demonstrated sound written, oral and interpersonal communication skills, including the ability to establish and maintain effective working relationships with staff, students and industry personnel.
5. Demonstrated ability to deliver effective training programs in agriculture and related areas.
6. Demonstrated ability to work effectively without supervision and as a member of a team.

Eligibility and training requirements

Employees will be required to:

- hold a Certificate IV in Training and Assessment or a relevant higher qualification as required by the Standards for Registered Training Organisations 2015 or its successor
- hold a current Western Australian C, F, HR -Class driver's licence and obtain as soon as practicable other Western Australian vehicle driver's licences appropriate to be able to operate the range of vehicles in operation at the site
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 25 November 2025
Reference D25/1175861