

The Ruskin Mill Trust Group operates five colleges and associated residential provision in Nailsworth, Stourbridge, Sheffield, Birmingham, Pembrokeshire as well as an associated site in Darlington and an independent specialist school in Sheffield and Stourbridge. We provide innovative and experiential education for children and young people with special learning needs, developed out of the inspiration of Rudolf Steiner, William Morris and John Ruskin.

Executive Administrator **2 days per week, 52 weeks**

Based in the main Corporate Offices in Nailsworth, Gloucestershire

(This will include working Saturdays each week and 1 other day - preferably Fridays)

£21,641 - £26,190 pro rata
dependant on qualifications and experience

You will be responsible for providing an administrative and secretarial support service the Founder and Chair of Trustees and Co CEO and other members of the Executive Team as and when cover is required.

The main focus of this role will be to take dictation and prepare correspondence and minutes for distribution and also to plan and act as a host for visitors and support in functions, conferences and exhibitions that take place on Saturdays.

You will have outstanding organisational, administrative and planning skills which are underpinned by energy, enthusiasm and a determination to move onwards and upwards.

You will have high quality editing and linguistics skills and be able to work with ever-moving priorities in a demanding, growing organisation that offers significant personal development opportunities

Only those with an outstanding commitment to excellence should apply.

If you would like an informal conversation regarding this role please contact Lindsay Wilkinson, Trust Head of Human Resources on 07813 234 644 or lindsay.wilkinson@rmt.org

Closing date: 12 noon Wednesday 15th November 2017

To request an application pack, please visit our website www.rmt.org/jobs or contact The Human Resources Department, Glasshouse College, Wollaston, Stourbridge, DY8 4HF. Email recruitment@ghc.rmt.org **NO AGENCIES or CV's**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo a Disclosure and Barring Service Enhanced Level Disclosure. The Trust is committed to becoming an equal opportunities employer

We reserve the right to close this vacancy early if a suitable candidate is found.