

Administrator

Based at Ruskin Mill College, Nailsworth, Gloucestershire

Grade 4:5

Pro Rata FTE £15,993 - £18,421 per annum

16 hours per week, 52 weeks per year

Main Duties will include:

1. The scheduling of student meetings, including annual reviews.
3. The typing of reports and action points from meetings and ensure they are sent out to relevant parties.
4. The inputting of information into databridge, including review information, student targets, goals, etc. and students qualifications or achievements.
5. Assisting with the distribution of educational information for students and ensuring adequate information available to staff.
6. Assisting with other administrative tasks including filing, minute taking, report typing, etc as needed.
8. Providing administrative support to the Administration Manager and the Deputy College Principal with the local self-assessment reports (SAR) and quality improvement plan and other issues related to Quality Assurance.
9. Providing administrative and secretarial support to the College's Management Team, co-ordinate College business and maintain accurate records of all meetings.
10. To provide ad hoc reports to the management team of the College and assist them on special projects and with day to day matters.

Closing date: Midday Wednesday 22nd November 2017

Ruskin Mill 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 DBS Enhanced Disclosure.

An application pack can be downloaded from the website www.rmt.org/jobs or can be requested from the Department of Human Resources, Glasshouse College, Wollaston Road, Stourbridge, West Midlands, DY8 4HF, telephone 01384 399 403 or email recruitment@ghc.rmt.org to whom fully completed applications must be returned.

Please note we do not accept CVs.
