

Ruskin Mill Trust (the Trust)

Job Description

Position:	Executive Administrator
Post Reference No:	RMT10129
Grade:	7:8
Responsible to:	Senior Executive Administrator
Location:	Central Services Offices, Ruskin Mill

Job Purpose

The post holder will be mainly responsible for providing an administrative and secretarial support service for a designated number of Ruskin Mill Trust's (RMT) Internal and RMT/RMLT Inter-Trust Boards, Committees, Sub-Committees and Groups plus RMT Subsidiaries and Cross-Trust Operational Groups (see attached) and, in addition, will be required to:

- (a) Provide administrative support to members of the Executive Team;
- (b) Provide a PA service to the Founder and Chair of Trustees as and when cover is required.

The post holder is to contribute to the whole life of RMT and its associated organisations, always remembering that our core purpose is to improve the education and lives of the young people at the Trust's Colleges and School, and the work of the wider Trust and its associated bodies.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that its paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the Colleges, School, Trust and its associated organisations.

You will be required to carry out your duties at all Trust and associated organisations premises, some of which are located a distance from the main corporate site and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's and associated bodies sites, and to and from other places as the Trust may reasonably require. Overnight stays may also be a requirement by agreement.

Regular evening work is likely once per week and the post holder may be required to work up to two Saturdays per month supporting the Founder and Executive Chair.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

(a) Committee Servicing:

1. In association with the RMT Board/Committee Chair, and where appropriate the Company Secretary and/or relevant officer, ensure that meetings are scheduled in advance (and appropriate rooms booked), agendas are prepared, relevant papers are distributed beforehand in a timely manner and minutes or notes are taken within the RMT 'House Style'.
2. Implement and maintain an effective and efficient system for tracking and recording decisions made/resolutions passed and actions agreed at each meeting, to assist continuity and the timely implementation of decisions.
3. Implement and maintain an effective and efficient system for communication and reporting between Boards, Committees and Groups, through effective liaison with the Senior Executive Administrator.
4. Manage a system to ensure appropriate materials are available for meetings and make respective arrangements e.g. Video and Telephone Conference set-up and other AV and manual equipment/ presentation aids.
5. Efficiently and effectively manage both a paper-based and electronic filing system on the relevant RMT system drive(s) for the RMT, Cross-Trust and Inter-Trust Boards, Committees and Groups for which you have designated responsibility.
6. As required, organise ad hoc meetings, conferences, exhibitions, workshops and events for internal and external purposes and select appropriate internal/ external venues for these events.
7. As directed, provide regular reports on projects which have arisen from the meetings, across the Trust's provisions and between Trusts, to the Senior Executive Administrator for onward reporting to the Executive Team.

(b) Additional Administrative/ Secretarial Duties:

8. To maintain and implement the system for monitoring, review and updating of all cross-Trust Policies, Protocols and Procedures.
9. As required, provide administrative/ secretarial support to members of the Executive Team (e.g. take dictation of letters, e-mails and policy papers), ensuring that the ideas and intent of RMT's Executive Team are communicated effectively, amending wording as appropriate, and presented effectively as finished documents.
10. Provide cover for (i) the Senior Executive Administrator; (ii) the PA to the Founder & Executive Chair during sickness, holiday periods and for up to two Saturdays per month - to be available to do so whilst managing the rest of your workload.

(c) Communication:

11. You will be expected to receive and handle confidential information in many different formats and with discretion. In addition, you will be required to store and distribute this information accordingly in liaison with the Senior Executive Administrator.
12. Collect, check and distribute internal/ external post to members of the Executive Team and ensure delivery of outgoing mail items to the relevant internal departments/ external mail and parcel/ courier services.
13. Ensure that all correspondence and communications in all media are in line with RMT's vision, values, purpose and method, and that you are able to interpret and embed this within the documents you produce.
14. Communicate the vision and concepts of RMT in a clear and accessible way that can be presented to internal and external audiences.
15. Be the first telephone contact for calls, taking appropriate action (with advice from the Senior Executive Administrator) to ensure that RMT's Board of Trustees and Executive Team have relevant information to hand.

(d) Other Duties:

16. As required, meet and greet internal/external visitors.
17. Where necessary arrange travel, accommodation, dinners etc. for Trustees, members of the Executive Team and internal and external visitors.
18. Order and maintain stationery and other sundry supplies e.g. printer toner and cleaning products, negotiating with external suppliers to ensure value for money.
19. To work collaboratively with colleagues across RMT and RMLT, and with external bodies, to ensure the continued development of the reputation of RMT.

(e) General:

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.

6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled “Ruskin Mill Trust Limited - Student Protection Policies”.
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.
11. To maintain a ‘duty of candour’ and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Executive Administrator does not have any direct line management responsibility for any other staff but may be required to supervise designated staff (e.g. cleaning staff at Ruskin Mill) in the absence of the Senior Executive Administrator.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Executive Administrator

The following are the criteria that will be used for Shortlisting

Experience:

- Experience of working in an administrative capacity, including Committee Servicing
- Experience of managing a diverse workload and meeting strict deadlines
- Experience and skill in drafting correspondence including but not limited to letters, emails, agendas and minutes
- Knowledge of reliably screening communications
- Experience of investigating and researching topics as directed

Knowledge and Skills:

- Highly Computer Literate in Microsoft office applications, including, Word, Excel, Powerpoint and Outlook
- High quality editing and linguistic skills
- Outstanding interpersonal and communication skills
- Ability to ensure exceptional standards of accuracy, attention to detail and quality on behalf of Executive Team members
- Highly organised and flexible
- Proficiency in diary management
- Able to work to deadlines and manage competing priorities
- Able to take ideas and turn them into action plans and see through to the end
- Ability to show initiative
- Ability to demonstrate high levels of discretion and confidentiality
- Ability to demonstrate high levels of motivation and enthusiasm for all duties no matter how minor such as preparing items required throughout meetings such as equipment and refreshments
- Full clean driving licence (and use of a car)

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within first 2 weeks of employment	2 week programme
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Craft activities as agreed with line manager	1 year	Variable