

Ruskin Mill Trust (the Trust)

Job Description

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| Position: | Administrator |
| Post Reference No: | RMT10034 |
| Field of Practice: | Transformative Leadership and Management (Field 7) |
| Grade: | 4 : 5 |
| Responsible to: | Administration Manager |
| Location: | Argent College, Coleg Plas Dwbl, Freeman College Glasshouse College and Ruskin Mill College |

Job Purpose

To support the administrative process that take place in the College.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's 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 College.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the College.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

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

Evening and weekend working will be required.

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

1. To be responsible for the scheduling of student meetings, including annual reviews.
2. To be responsible for inviting and notifying all relevant stakeholders of student review meetings.

3. To type up reports and action points from meetings and ensure they are sent out to relevant parties.
4. To assist with the ongoing inputting of information into databridge, including review information, student targets, goals, etc. and students qualifications or achievements.
5. To assist with the distribution of educational information for each student and ensure adequate information available to staff.
6. To assist with other administrative tasks including filing, minute taking, report typing, etc as needed.
7. In conjunction with other staff, maintain and operate the Databridge student database of general student information.
8. To provide 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. As appropriate provide 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.
11. To work in conjunction with the Administration Manager in managing administration for all trips and visits, including cover.
12. To produce and manage the College diary and calendar.
13. To liaise and work closely with the other Colleges within the Trust.
14. Any other duties as required by the Administration Manager

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 - 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 attend meetings and supervision as required.
11. To deliver training or development opportunities as required.
12. 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.
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 Administrator has no direct staff responsibility, however, may be required to line manage designated staff.

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.

Ruskin Mill Trust

Person Specification

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| Job Title: Administrator | | | |
| Field of Practice: Transformative Leadership & Management (Field 7) | | | |
| | Essential | Desirable | How assessed |
| Qualifications Relevant NVQ Diploma in Business and Administration | | ✓ | CQ/I |
| Experience Experience of working successfully in a similar, medium-large, complex organisation | | ✓ | AF / I / R |
| Experience of working in an education or other public sector environment | | ✓ | AF / I / R |
| Experience of managing and prioritising a varied workload ensuring completion of tasks within strict deadlines | ✓ | | AF / I |
| Experience of working in a similar role undertaking a wide range of administrative duties | ✓ | | AF / I / R |
| Experience of working to strict deadlines | | ✓ | AF / I / R |
| Knowledge Computer literate with sound working knowledge of Microsoft Office applications; Outlook, Word and Excel in particular | ✓ | | AF / I / OT |
| Knowledge of or genuine ability to quickly become accustomed to using a database system or program effectively | | ✓ | AF / I |
| Knowledge of handling petty cash | | ✓ | AF / I |
| Skills and Abilities Outstanding administrative skills; readiness to produce minutes from meetings, reports at short notice and on a regular basis | ✓ | | AF / I / R |
| Ability to act professionally at all times | ✓ | | AF / I |
| Ability to uphold a pleasant telephone manner at all times | ✓ | | AF / I |
| Ability to communicate clearly both written and verbally | ✓ | | AF / I |
| Natural ability to effectively communicate electronically (e.g. email / fax) | ✓ | | AF / I |
| Fast learner of new systems, processes or skills | ✓ | | AF / I |
| Strong data input skills | ✓ | | AF / I / R |
| Excellent at prioritising workload | ✓ | | AF / I |
| Excellent diary management skills | ✓ | | AF / I |
| Able to co-exist in a group or work independently | ✓ | | AF / I |
| Ability to relate to range of people from varied backgrounds | ✓ | | AF / I / R |
| Ability to record and document information in summarised fashion | ✓ | | AF / I |
| Ability to collate, summarise, record and distribute information | ✓ | | AF / I |
| Ability to multi-task and co-ordinate multiple assignments at once | ✓ | | AF / I |
| Ability to use a range of methods when pursuing outstanding information | ✓ | | AF / I / R |
| Able to consistently maintain high standards of accuracy, especially in areas of duty such as maintaining telephone lists and staff contact records | ✓ | | I |
| Ability to maintain a presentable reception area without regular prompting | ✓ | | AF / I / R |
| Ability to develop a wide understanding of the college staffing structure to ensure messages, queries and tasks are directed appropriately | ✓ | | AF / I |
| Ability to manage all incoming and outgoing mail on behalf of the College | ✓ | | AF / I |
| Outstanding interpersonal skills, particularly in order to form cohesive working partnerships within the College and across other College's in the Trust | ✓ | | AF / I |

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| Outstanding co-ordination, planning and reviewing skills particularly in order to schedule and ensure the smooth operation of student review meetings and reviews | ✓ | | AF / I |
| Exceptional organisational abilities particularly to ensure high standards of accuracy in respect of all documents, records, files shared between staff | ✓ | | AF / I |
| Proficiency in performing standard secretarial duties including minute taking and producing clear, comprehensible reports | ✓ | | AF / I |
| Proven ability to produce works of the highest standards when entrusted with significant special projects such as work related to the College SAR (Self-Assessment) or QIP (Quality Improvement) | ✓ | | AF / I |
| Exceptional abilities in communicating electronically | ✓ | | AF / I |
| Ability to demonstrate high levels of motivation when assisting colleagues in their efforts to discharge their duties | ✓ | | AF / I |
| Ability to demonstrate exceptional levels of control over information resources to ensure appropriate and up-to-date information and data is available to be dispensed to staff as and when required | ✓ | | AF / I |
| Ability to demonstrate a strong team ethic and a willing attitude, particularly in completing duties to support College operations such as ensuring venues are sufficiently prepared for various commitments | ✓ | | AF / I |
| Proficiency in conducting thorough independent research | ✓ | | AF / I |
| Ability to demonstrate poise, professionalism and coherence when communicating information to stakeholders | ✓ | | AF / I |
| Ability to inspire and motivate others when working collaboratively | ✓ | | AF / I |
| Proven ability to become quickly accustomed to unfamiliar organisational systems and procedures | ✓ | | AF / I |
| Ability to demonstrate a methodical, systematic approach towards following procedural guidelines in order to achieve high standards | ✓ | | AF / I |
| Personal Qualities | | | |
| Efficiency | ✓ | | AF / I |
| Innovation; a flair for inventing new ideas or solutions to problems | ✓ | | AF / I |
| Initiative | ✓ | | AF / I |
| Patience | ✓ | | AF / I |
| Persistence and determination | ✓ | | AF / I |
| Sense of humour | ✓ | | AF / I |
| Keen eye for detail | ✓ | | AF / I |
| Excellent interpersonal skills | ✓ | | AF / I |
| Studious nature with the desire to undertake training opportunities when requested in order to further own development | ✓ | | AF / I |
| Respectful and approachable; able to represent the College in a friendly and helpful manner as its first point of contact for all visitors and staff | ✓ | | AF / I |
| Willingness to understand anthroposophy | ✓ | | I |
| Willingness to embrace, articulate and work with the Trust's objectives, vision, and values | ✓ | | AF / I / R |
| Commitment to promoting and safeguarding the welfare of students, children and vulnerable adults | ✓ | | AF / I |
| Commitment to the promotion of the Trust's ethos | ✓ | | AF / I |
| Ability to manage and interact with others in a supportive and participative manner | ✓ | | AF / I |
| A commitment to ensuring equality of opportunity with the ability to promote diversity in relation to both staff and students | ✓ | | AF / I |
| Flexibility and adaptability to changing situations | ✓ | | AF / I |
| Ability to demonstrate empathy, listening skills and tolerance | ✓ | | AF / I |
| Commitment to Health and Safety good practice on work and within learning environments | ✓ | | AF / I |
| Willingness to prepare venues prior to meetings by supplying equipment, | ✓ | | |

Updated January 2016 - This job description is part of an ongoing process of collaborative review and is likely to change over the coming months.

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| paperwork or written materials, stationery supplies and refreshments etc | ✓ | | I |
| Willingness to complete ad-hoc projects whenever reasonably instructed | | | I |
| Willingness to provide cover for staff in the event of holidays or sickness | ✓ | | I |
| Conscientious nature to ensure stakeholders are continually informed of key information regarding events on the College calendar | | | AF / I |
| Other Qualities | | | |
| Commitment to Continued Professional Development | ✓ | | AF / I |
| Proactive approach to work | ✓ | | AF / I |
| Strong commitment to customer service | ✓ | | AF / I |
| Capability of working evening and weekends | ✓ | | AF / I |
| Willingness to travel to fulfil duties on an occasional basis | ✓ | | AF / I |
| Current full UK driving licence and use of own car or willingness to travel by public transport | ✓ | | AF / I |

AF = Application Form, I = Interview, T = Test, R = Reference

OT = Occupational Test, CQ = Certificate of Qualification