

Freeman College Sheffield

Ruskin Mill Trust

Ruskin Mill Trust operates nine provisions that provide innovative and experiential education for young people with special learning needs, developed out of the inspiration of Rudolf Steiner, William Morris and John Ruskin.

Applications are invited for the following post that will be based in Sheffield

Administrator (Internal)

16 hours per week, 52 weeks per year

**Salary: Grade 4:5 Pro Rata FTE £15,993 - £18,421 per annum
dependent on age, and experience**

Actual salary will be £6,397 - £7,368 dependent on age, and experience

To work as part of the administration team fulfilling administrative related duties to assist with the efficient running of the administration functions at the College.

The key duties in this role will include:

- The scheduling and undertaking of health and safety and maintenance checks including chaperoning all contractors on site.
- The scheduling and undertaking of vehicle checks and maintaining up to date paperwork regarding vehicles.
- Creating and maintaining health and safety and maintenance paperwork and files to ensure compliance during inspection.
- Liaising with all college and residential staff around health and safety updates, visits and issues.
- Assisting with other administrative tasks including filing, minute taking, report typing, etc as needed.
- Providing administrative and secretarial support to the College's Management Team, co-ordinate College business and maintain accurate records of all meetings.
- To provide ad hoc reports to the management team of the College and assist them on special projects and with day to day matters.

To undertake this position successfully you will have:

- Excellent communication and organisation skills.
- A professional attitude which reflects the values and culture of the Trust.
- The ability to work flexibly and prioritise effectively.
- The ability to liaise with colleagues, external parties and students effectively and in an appropriate manner.

Experience of working with students with learning disabilities or developmental delay is not a requirement of the role but successful applicants will be expected to share their working environment with students and may be required to work directly with them to assist college duties.

A flexible approach to hours worked are required as they may change to suit the needs of the college. To find out more about the Trust, please visit our website www.rmt.org.uk

Closing Date: Friday 12th Jan 2018

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 Criminal Records Bureau (CRB) Enhanced Disclosure. The Trust is committed to becoming an equal opportunities employer. **Please note that we do not accept CV's.**

To request an application pack, please visit our website www.rmt.org or contact: Tracey Marshall, HR Dept, 0114 2525978 or email: tracey.marshall@rmt.org

