

## Freeman College

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

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

### **Administrator, Education**

40 hours a week, 52 weeks of the year

Grade: 5 (Subject to qualifications and experience)

£17,943.00 - £19,443.00 per annum

Role 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:

- To be responsible for the scheduling of student meetings, including EHCP reviews.
- Responsibility for inviting and notifying all relevant stakeholders of student review meetings.
- To attend meeting as note taker and type up notes as required.
- To assist with the student bursary.
- To assist with the ongoing inputting of information onto databases.
- Diarising meetings and keeping track of actions and agendas.

To undertake this position successfully you will have:

- Excellent communication and organisational skills.
- Proficient IT skills including use of Microsoft office.
- A professional attitude which reflects the values and culture of the Trust.
- The ability to liaise with colleagues, external parties, students and parents effectively and in an appropriate manner.
- Effective planning and organising of own work and dealing with daily changes and pressures, whilst maintaining quality and consistency at all times.

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.

The successful applicant will take part in an interactive induction to experience the crafts within the curriculum and experience the student journey.

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](http://www.rmt.org)

**Closing Date: 12 noon 7<sup>th</sup> December 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 Disclosure and Barring Service (DBS) Check (previously known as a CRB 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/jobs](http://www.rmt.org/jobs) or contact: Jozi Brough, [jozi.brough@rmt.org](mailto:jozi.brough@rmt.org), Department of Human Resources, Freeman College, 88 Arundel Street, Sheffield, S1 2NG. Telephone 0114 252 5978 or email [jozi.brough@rmt.org](mailto:jozi.brough@rmt.org)