



Ruskin Mill College

Ruskin Mill College provides innovative and experiential education and training for young people marginalized by disadvantage, exclusion or special learning needs. Inspired by Rudolf Steiner and John Ruskin, the College actively promotes through craftsmanship and entrepreneurship the traditional economic activities of the Cotswolds.

Applications are invited for the following post that will be based in Nailsworth, near Stroud, Gloucestershire

Senior Administrator

40 hours per week for 52 weeks per year

Grade 6 £19,733 - £21,431 pro rata per annum
starting salary will be subject to qualifications and experience

The ideal candidate will hold a Level 3 NVQ in Business & Administration or equivalent.

The post holder will be responsible for recording student progress and achievement, and to ensure that new paperwork is prepared as required.

You will be responsible for the scheduling of all student review meetings, including annual reviews and ensuring that all relevant paperwork is available.

You will also be expected to attend training sessions as required by the Trust, which may be outside of your usual working hours.

Closing Date: Monday 9th 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 & Barring Service (DBS) Enhanced Disclosure.

The Trust is committed to becoming an equal opportunities employer.

An application pack can be downloaded from our website at www.rmt.org/jobs or by contacting rmchenquiries@rmt.rmt.org or 01453 837520