

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: 5:6 (Subject to qualifications and experience)

£17,943.00 - £21,431.00 per annum

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.
- To be responsible for inviting and notifying all relevant stakeholders of student review meetings.
- To type up EHCP review reports and action points from review meetings and ensure they are sent out to relevant parties in the required timescales.
- To assist with the ongoing inputting of information into databridge, including review information, student targets, goals, etc. and students qualifications or achievements, from the point of admissions through to transition.
- To minutes student related meetings including the weekly student meeting and admissions meeting.
- To provide administrative support to the college SMT, Education Learning Coordinators and Therapy Team.
- To assist with the organisation of college events e.g. the end of year celebration and the student bursary.

To undertake this position successfully you will have:

- Excellent communication and organisation skills.
- Experience of minute taking, organising meetings and sending out reports following meetings.
- 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.

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

Closing Date: 12 noon 25th January 2019

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. We reserve the right to withdraw the vacancy if there is a high number of suitable applicants.

To request an application pack, please visit our website www.rmt.org/jobs or contact: Jozi Brough, 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

