

ARGENT COLLEGE, Ruskin Mill Trust, delivers *Practical Skills Therapeutic Education* to young people aged 16 - 25 years. The curriculum includes a range of practical and vocational activities to help an individual develop their self-awareness and self-confidence, as well as preparing them with transferable skills for life after college. Based in the central Jewellery Quarter in Birmingham, and set within the New Standard Works, the college is an integral part of the local community and offers work experience, social and cultural programmes to students attending the provision. The New Standard Works includes a roof garden, bakery and café, providing more opportunities for students to develop essential employment skills, as well as serving the community.

ADMINISTRATION MANAGER

£22,290.42 - £26,975.66 per annum
Salary dependent upon qualifications and experience

40 hours per week, 52 weeks per year

We are looking to recruit an experienced Administration Manager to be responsible for the management of the College's administrative, health and safety and other support services to a high standard. This is a newly created role and offers an opportunity for the successful candidate to have an integral role in the management and development of the College provision by working as a member of the College's Management Team.

The key duties of the role include:

- The management of the administrative function including the administrative systems, reception area, reprographics, records and telephones at the college;
- The management of on-site Health and Safety and the provision of updates to the Senior Management team;
- The management of room bookings and meeting hospitality requests;
- To ensure that the college reception function creates a professional and welcoming experience;
- To be responsible for the administrative systems in the college to ensure that the systems and data are fit for purpose;
- The maintenance of student records, including information with regards to all students;
- Responsibility for the scheduling, planning, booking and invitations for student review meetings to include annual reviews, ensuring all stakeholders are aware.
- To assist the Senior Management Team with information for self-assessment reports (SAR) and other issues related to quality assurance and inspection process.

For a full remit of the main duties associated with this role please view the Job Description.

Closing date: Midday, Friday 27th March 2020

The Trust offers significant personal development opportunities to work within a holistic organisation that is ambitious for its learners and attracts those with an outstanding commitment to excellence.

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 DBS Enhanced Disclosure.

An application pack can be downloaded from our website www.rmt.org/jobs Completed applications should be returned to Department of Human Resources c/o Glasshouse College, Wollaston Road, Stourbridge, DY8 4HF or to recruitment@ghc.rmt.org **NO AGENCIES or CV's**