

Ruskin Mill Trust Limited

Job Description

Position:	Administration Manager
Field of Practice:	Genius Loci and Transformative Leadership and Management (Field 1 and Field 7)
Post Reference No:	RMT101202
Grade:	Indicative 7:8
Responsible to:	Regional Administration Manager
Location:	Glasshouse College and Argent College

Job Purpose

To be responsible for managing the colleges administrative, clerical and health and safety support services to a high standard, ensuring that these functions support the management of the college in an efficient and effective manner, including contributing to each sites planning and development.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust Limited.

Main Duties

Administration

1. To manage the administrative function including the administrative systems, reception areas, reprographics, records and telephones at the college.
2. To ensure that the College Reception function creates a professional and welcoming experience.
3. To manage room bookings and meeting hospitality requests.
4. To be responsible for the administration systems in the college liaising with the Data and Information Manager and Regional Administration Manager to ensure that the systems and data are fit for purpose.
5. To ensure the accurate recording of information to underpin the preparation and production of all college records and publications.
6. To maintain all Pupil/Student Records, including information with regards to all students.
7. To have responsibility for the scheduling, planning, booking and invitations for student review meetings, to include annual reviews, ensuring all stakeholders are aware.
8. To follow up action points arising from annual reviews, completion of reports and completion of minutes from annual review meetings.
9. To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
10. Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with college requirements.
11. In conjunction with the Regional Administration Manager oversee on site order systems including tendering arrangements as necessary.
12. To work in conjunction with the Regional Administration Manager and Operational Lead in producing and managing administration and risk assessment for all trips and visits, including cover.
13. To assist the Senior Management Team with information for self-assessment reports (SAR) and other issues related to quality assurance and inspection process.
14. In conjunction with the HEaRT and Human Resources teams, arrange training sessions as required, record attendance and maintain training records and agency vetting paperwork in a timely manner.
15. To assist with and manage the minute taking at reviews and other meetings as required (in consultation with the appropriate individual).
16. To provide ad hoc reports and assist on special projects when required.
17. To ensure there are systems in place to identify the need for, select, and manage the ordering of supplies and equipment for the college in the most cost effective way.

18. To ensure only the services of approved suppliers are utilised within College.
19. To assist with student programme planning.
20. To ensure that all information related to student funding is easily accessed and is accurate to facilitate timely claiming of fees.
21. To work with the Regional Administration Manager to prepare tenders and assist with the selection of contractors where appropriate.
22. To support the Department of Human Resources with ad hoc administration support including sickness, absence, holiday management and agency staff protocols at local level.
23. To provide administrative services to designated managers as required.

Health and Safety

1. To carry out college health and safety tasks, audits, weekly, monthly and termly tests and provide feedback to the Regional Administration Manager and the Trust Health and Safety Manager.
2. To ensure that cyclical fire tests, alarm call point tests, escape route checks and fire drills are carried out as directed by the Regional Administration Manager or Trust Health and Safety Manager.
3. To carry out audits and provide feedback to the Regional Administration Manager and the Trust Health and Safety Manager.
4. To maintain the college Health and Safety records including improvement plans, and ensure they are filed in agreed locations, and highlight area of concerns to the Regional Administration Manager and the Trust Health and Safety Manager.
5. To maintain records of accidents and incidents and communicate these to the Regional Administration Manager and the Trust Health and Safety Manager for advice on remedial actions.
6. To complete, and assist staff to complete, risk assessments for all college properties, practices and activities.
7. To ensure that external contractors and health and safety checks and inspections of plant equipment are carried out and managed appropriately.
8. To ensure that up-to-date service contracts for all annual health and safety/plant checks are available for audit purpose.
9. To actively seek ways of improving the effectiveness of safety procedures within the college, discuss these with the Regional Administration Manager and the Safeguarding Manager, and once approved, to assist in implementing and facilitating safe working practices across the college.
10. To support the Regional Administrator by taking part in/coordinating health and safety inspections and auditing local health and safety management systems
11. To create and maintain action plans and ensure remedial action is undertaken within the agreed timescales.

12. Liaise with relevant health and safety statutory authorities and provide updates and advice and guidance.
13. To seek solutions for any issues which are giving cause of concern or which fall short of the standards required and report any concerning problems to your line manager.
14. To attend safety related courses and training as necessary and agreed with Deputy College Principal to achieve and maintain the necessary level of competence to undertake the post effectively.
15. In conjunction with the HEaRT team, ensure that all staff have undertaken the appropriate H&S and fire training and have appropriate qualifications.
16. To comply with the Trust's Manual Handling Policy and Practice.

Facilities & Estates Management

1. To ensure that cleaning is carried out to the required standard on all sites.
2. To report issues relating to cleaning and quality of work within College to the Regional Administration Manager.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as, and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust Limited - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development of your working area.
10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.

13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. You may, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Administration Manager may be required to supervise designated staff as and when required.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.