

The Ruskin Mill Trust Group is a substantial special needs educational provider offering day and residential services for children, young people and adults aged between 6-25. The Trust has been in operation for over 30 years. Our provisions are located from Durham to Pembrokeshire, via Sheffield, the West Midlands and Gloucestershire. We use a distinctive Practical Skills Therapeutic Education approach, grounded in the approach of Rudolf Steiner and developed over three decades

Admissions Assistant

£18,481 - £22,073 per annum

40 Hours per week/ 52 weeks per year.

This Position is based primarily at Sunfield School and Children's Home in Clent but with some visits to Glasshouse College in Stourbridge

The Admissions Assistant will work alongside the Centre Admissions Manager in providing a vital function in being the initial central point of contact for each individual or family regarding entry of a pupil into the Trust.

The role works extremely close with the Centre Admissions Managers providing administrative support, therefore the ideal candidate must have significant administration experience and also experience of managing large volumes of data entry and undertaking first level analyse of results

Main Duties will include:

- **Assisting with the Trust's admissions process;**
- **Co-ordinate admissions assessments;**
- **Registration of new students / pupils;**
- **Attending and assisting with open events eg. open morning/evenings and marketing events;**
- **Producing Admissions Records and Reports;**

You may be required to travel to other Trust sites and evening and weekend work may be required.

Closing date: Midday - Monday 14th September 2020

We do not accept CV's.

If you are interested in the challenge that this role presents then further details can be found in the application pack that can be downloaded from our website at www.rmt.org/jobs or by contacting recruitment@ghc.rmt.org Tel: 01384 399403.

Completed applications should be returned to Human Resources, c/o Glasshouse College, Wollaston Road, Amblecote, Stourbridge, West Midlands, DY8 4HF or to recruitment@ghc.rmt.org

The 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 Enhanced Level Disclosure. The Trust is committed to becoming an equal opportunities employer.