

Ruskin Mill Trust operates nine provisions that provide innovative and experiential education for young people with special learning needs, developed out of inspiration of Rudolf Steiner, William Morris and John Ruskin.

ADMINISTRATION ASSISTANT

£17,121.60 to £20,026.29 per annum
Salary dependent upon qualifications and experience

40 hours per week, 52 weeks per year

Based at Glasshouse College, Amblecote, Stourbridge

We are seeking to appoint a professional and flexible person to work as a key member of the administration team to fulfil a wide range of duties, including;

- To work as part of the College Administrative team;
- To provide general admin support to the Regional Administrative Manager and PA; and in particular, to the Education Learning Coordinator Team;
- To assist with administrative tasks, including filing, scanning documents, typing etc as required;
- Facilitating Meetings;
- Maintaining and updating student information; producing reports as instructed.
- To provide cover on Reception as and when required - Acting as a first point of contact for all visitors and incoming telephone calls, dealing with incoming and outgoing post.

To undertake this position successfully you will have;

- Previous experience of working in an administrative and reception environment with good attention to detail;
- A good working knowledge of Microsoft software;
- A flexible approach to work;
- Experience of working with vulnerable young people with learning disabilities would be an advantage.

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

Closing date: Midday, Friday 27th November 2020

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.

To request an application pack, please visit our website www.rmt.org/jobs or contact The Human Resources Department, Glasshouse College, Wollaston, Stourbridge, DY8 4HF. Email recruitment@ghc.rmt.org **NO AGENCIES or CV's**