

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

Assistant Centre Admissions Manager

£25,188.65 - £27,374.31 per annum

40 Hours per week/ 52 weeks per year

**This position is based primarily at
Sunfield Children's Home, Clent, Nr Stourbridge with regular travel to
Grace Garden School, Bristol (approximately 1 day per week)**

Sunfield Children's Home, Clent provides a contemporary outdoor learning approach, with a focus on experiential learning. This programme of study is interwoven with the mandatory outcomes of the National Schools Curriculum. Our young people engage with learning and development through a whole-person approach to education that draws on the insights of Rudolf Steiner, John Ruskin and William Morris. The curriculum focuses on making, doing and creating, taking part in meaningful activities that engage hand, head and heart.

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

Main Duties will include:

- To keep records of all referrals received and for marketing & business development purposes ensuring that this information is passed on through the appropriate Centre Admissions Manager to the marketing & business development team.
- To liaise with the appropriate Centre Admissions Manager to ensure that the correct financial information is sent to Local Authorities and Parents (where required).
- Provide administration support for the wider admissions team as and when required.
- To support to the Centre Admissions Manager in writing and tendering for Bids for Local authority frameworks.
- To liaise with Local authorities and parents occurs throughout the referral, admission and transition process and other provisions within the Trust as required and directed.
- To ensure parent packs are sent out to all prospective parents and all consent forms are received prior to a young person starting in placement.

Please refer to the Job Description for full remit of the role.

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

Closing date: Midday, Friday 22nd October 2021

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 **We do not accept CVs.**

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.