



Brantwood Specialist School, set in the leafy suburbs of Sheffield, is part of the Ruskin Mill Trust and provides Specialist Independent Education to children from 7 to 19 years.

For over 30 years, Ruskin Mill Trust has provided Specialist Independent Education to children and adults with complex needs including learning difficulties, autistic spectrum conditions and disabilities. Our provisions offer both day and residential placements and applications. Inspired by Aonghus Gordon using the insights of Rudolf Steiner, John Ruskin and William Morris, Ruskin Mill Trust works with hand, head, heart and place to provide students with the tools to transform material and in doing so transform themselves.

School Administration Manager

Salary Range: Full Time Equivalent £28,029.39 - £29,231.40

We have an exciting new opportunity at Brantwood Specialist School in Nether Edge, Sheffield. The school provides a child-centred curriculum, adapted to each child's developmental and learning needs, and the opportunity to discover each child's path to lifelong learning, offering a variety of educational programs designed to meet the needs of students with developmental delays, social and sensory sensitivities, Autism, SEMH and learning difficulties.

In this role, you will be responsible for managing the school's administrative, technical, health and safety, premises and clerical support services to a high standard. You will need to ensure that these functions support the management of the school in a efficient and effective manner including contributing to school planning and development.

You will be working with children, young people and vulnerable adults with autistic spectrum disorders, learning disabilities and difficulties associated with developmental delay and, in collaboration with the other therapists, communicating findings to a diverse range of Ruskin Mill Trust staff and external bodies. This will include record keeping, data collection and analysis and will include the delivery of staff training.

You will be suitably qualified and have experience working in a managerial position within an educational administration function. You will need excellent organisational, administration and IT skills to enable you to carry out all tasks associated with this role.

Working at Brantwood Specialist School is rewarding and in return, we offer extensive training opportunities, and interactive induction, competitive salaries and auto enrolment pension scheme. In addition, staff receive:

- A free organic lunch
- Employee assistance programme
- A comprehensive cross trust interactive induction to experience our unique curriculum from the students' point of view.
- 33 days annual leave (including bank holidays) increasing with your length of service with us which is paid within the salary for term time only staff.
- Excellent professional development including opportunities to student at Master's Level and contribute to the Trust's research

he post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check for both Adults and Children, a medical check, evidence of qualifications, plus verification of the right to work in the UK. Brantwood Independent Specialist school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CLOSING DATE 20 October 2021

For further information and to apply visit <https://www.rmt.org/jobs/> or contact the HR Team on 01142 525978 or by email on recruitment@fmc.rmt.org