



# ruskinmill

*re-imagining potential*

The Ruskin Mill Trust Group operates five colleges and associated residential provisions in; Nailsworth, Stourbridge, Sheffield, Birmingham, Pembrokeshire, as well as independent specialist schools in Worcestershire, Bristol, Sheffield and an associated site in Darlington. We provide innovative and experiential education for children and young people with special learning needs, developed out of the inspiration of Rudolf Steiner, William Morris and John Ruskin.

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## Human Resources Advisor (Education and Care)

Salary Range: £28,029 - £30,433 per annum. Full Time. Starting salary will be subject to experience

**This post is based at Glasshouse College, Stourbridge** with occasional travel to provisions based in **Birmingham** and **Snowdonia**

40 Hours per week, 52 weeks per year

We have the exciting opportunity for a Human Resources Advisor to join our Midlands HR team which currently supports a residential college in Stourbridge, a college provision in the Jewellery Quarter, Birmingham, staff based within the Central Services function of the Trust and a new provision based in Caernarfon, Snowdonia. This is a truly generalist role including recruitment, vetting, absence management, communicating payroll changes and employee relations matters. Although this is a HR Advisor role the successful candidate must be prepared to undertake their own administration and to be actively involved in obtaining vetting checks for staff within their area of operation.

The role is based in Stourbridge and travel will be required in order to attend team meetings and to support processes on remote sites where required. The successful applicant will need to have a driving license and access to a car to be able to travel between sites in order to effectively fulfil this role. CIPD qualification is desirable but not a requirement as we value direct experience. However, knowledge of Ofsted and CQC regulation would be advantageous in this role but not essential.

The Human Resources Advisor that we are seeking to appoint would:

- Appreciate the importance of safeguarding procedures, with a rigorous approach to vetting and compliance.
- Be able to work independently and communicate effectively with colleagues across the Trust.
- Be seeking some truly unique HR challenges such as how to resource and support a day and residential provision whilst navigating a global pandemic or unpick complex interactions between stakeholders.
- Have demonstrable experience in conducting investigations, disciplinary cases, resolving grievances, supporting staff with ill- health and similar employee relations processes.
- Be committed to supporting and empowering managers to lead on employee relations process while ensuring they remain compliant and are adhering to policy and legal frameworks.
- Appreciate that by joining a small team they need to multi-task and take responsibility for all aspects of a HR role.
- Take satisfaction in completing processes and maintaining accurate data on HR systems.

Working at Ruskin Mill Trust is incredibly rewarding and in return, we offer competitive salaries, with progression in pay and an auto-enrolment pension scheme. In addition, staff receive;

- A comprehensive induction, extensive training and development plan to include Autism, Attachment, *Practical Skills Therapeutic Education (PSTE)*, MAPA (Physical Intervention) training and much more
- 33 days annual leave (including bank holidays) which increases with length of service.

*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*

## CLOSING DATE Friday, 22<sup>nd</sup> October 2021

For further information and to apply visit <https://www.rmt.org/jobs/> or contact the HR Team by email at: [recruitment@ghc.rmt.org](mailto:recruitment@ghc.rmt.org)