

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.

Data, Quality and Systems Manager (Staff MIS)

40 hours per week, 52 weeks per year

£30,841.29 - £32,139.09 per annum.

Starting salary will be subject to experience

This post can be based at any of our colleges in Sheffield, Birmingham, Stourbridge and Nailsworth in Gloucestershire.

Ruskin Mill Trust provides IT & MIS services to its eight subsidiaries and to a number of other connected and closely associated charities.

We are looking to recruit a new Staff MIS Manager who will work as part of Central Services to manage the configuration, support, maintenance, development and implementation of the Trust's staff Databases / Systems.

You will work with Senior Managers, College/School Management Teams and the Central Services Departments at each site to develop the Trust's databases / systems to produce robust and rigorous communications, management information and to ensure the security and stability of these databases / systems and coherence across the Trust.

You will have

- Good technical competence and understanding of relational databases
- Good technical competence and understanding of web based technologies
- Confident and enthusiastic user of ICT
- Ability to communicate electronic processes to a group of users
- Ability to manage use of time effectively and deal with conflicting priorities
- Ability to demonstrate high levels of discretion and confidentiality
- Experience of working within a complex organisation
- Knowledge or willingness to learn about the vision, values, purpose and method of Ruskin Mill Trust in relation to the works of John Ruskin, William Morris and Rudolf Steiner

We are ideally also looking for someone who has any of the following skills, however training will be provided if needed.

- Ability to write SQL queries to extract specific business data for reporting and analysis
- Ability to use Office Automation and/or VBA to provide internal tools for analysis

The 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. Ruskin Mill College 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: Midday, Monday 1st November 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