

Ruskin Mill College provides innovative and experiential education and training for young people marginalised by disadvantage, exclusion or special learning needs. Inspired by Rudolf Steiner, William Morris and John Ruskin, the college actively promotes, through craftsmanship and entrepreneurship, the traditional economic activities of the Cotswolds.

Residential Administrator

40 hours / 52 weeks per year

(Fixed Term for 1 year)

FTE Salary Range: £18,481.29 to £20,026.29

An exciting opportunity has become available to join Ruskin Mill College, Ruskin Mill Trust, as part of the committed team focusing on the needs of the students. The students benefit from an extensive range of nutritional, therapeutic and medical support at each college that is reflected in the college sessions and in the residential provision.

In order to be successful in this role you will:

To provide administration duties for the residential team with day to day matters. This will include but is not limited to:

- Assisting the Senior Administrator with special projects and with day to day matters.
- Basic administration duties
- Coordinating and scheduling meetings.
- Typing up of reports
- Minute taking and action points from meetings.
- Data entry onto Databridge, EXCEL and other systems.
- Filing

Working at Ruskin Mill College is rewarding and in return, we offer competitive salaries, with progression in pay once qualified, and a private pension scheme. In addition, staff receive:

- Staff receive a comprehensive induction, an excellent personal development plan and extensive training to include Autism, Attachment, Emotional Resilience, Holistic Support, *Practical Skills Therapeutic Education* (PSTE), MAPA (Physical Intervention) training
- 33-38 days annual leave (including bank holidays) increasing with your length of service with us

The post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check for both adults and children, 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 25 OCTOBER 2021

For further information and to apply, visit <https://www.rmt.org/jobs/> or contact the HR team on 01453 837520 or by email rmchrenquiries@rmt.org