

Argent College is an exciting and innovative college operated by Ruskin Mill Trust, which is a leading independent provider of specialist care and education for young people and adults with learning and complex needs. Situated right in the heart of Birmingham, The New Standard Works, which houses Argent College, is a Grade II Listed building on Vittoria Street in the Jewellery Quarter.

The College provides an innovative and diverse Practical Skills Therapeutic Education (PSTE) curriculum and our students benefit from an extensive range of nutritional, therapeutic and medical support in each college. Each core element of the educational cycle is designed to establish active and positive relationships with nature and the community through a holistic approach to human development. This supports three key stages: overcoming barriers to learning; becoming skilled and being ready to engage and give back to the community.

Administration Manager (Health and Safety Lead)

Based at Argent College, Jewellery Quarter, Birmingham

40 hours per week, full year post.

Salary Range: £22,619 to £26,281 per annum (subject to qualifications and experience)

In this role you would report into the Regional Administration Manager and have responsibility for the management of the colleges administrative, clerical and health and safety support services, ensuring that these functions support the members of the College management team in an efficient and effective manner, including contributing to the sites planning and development.

The role of Administration Manager is integral to the successful operation of the College and has a wide-ranging remit that covers Administration, Health and Safety, accurate record keeping and identifying and actioning maintenance requirements for the site.

To undertake this position successfully you will have:

- Previous administrative experience with an ability to multi-task and effectively prioritise workload.
- A knowledge of Health and Safety legislation would be desirable but not essential.
- Excellent verbal and written skills with the ability to complete appropriate paperwork within agreed timescales.
- A high degree of personal resilience and emotional and social intelligence.
- Previous experience of working within an education or public sector setting would be a distinct advantage.

Working with us is very rewarding. In return, we offer competitive salaries with progression in pay once qualified, and an auto-enrolment pension scheme. In addition, 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
- Ruskin Mill Trust is committed to professional development
- A unique location in which to work, with free lunches during term-time.

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, and verification of the right to work in the UK. Ruskin Mill Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note: No Agencies or CVs accepted

CLOSING DATE: midday, Friday, 26th November 2021

For further information and to apply, visit <https://www.rmt.org/jobs>
or by email at: recruitment@ghc.rmt.org