

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.

Receptionist/Administrative Assistant

Based at Argent College, Jewellery Quarter, Birmingham
40 hours per week, 37 weeks per year (term time role)

£15,398.58 – £18,867.54 pro rata, per annum
(pro-rata term time only £12,491.20 - £15,303.20)
starting salary will be dependent on age, qualifications and experience

In the role of Receptionist/Administrative Assistant you would report into the Administration Manager and be the first point of contact for visitors to the college site. You would hold responsibility for ensuring that all visitors to the colleges reception area are greeted in a welcoming and professional manner and also providing effective administrative support to the Management Team and colleagues as requested.

To undertake this position successfully you will have:

- Previous Reception and administrative experience.
- Excellent verbal and written skills with the ability to compile professional communications.
- The ability to manage a diverse workload.
- Experience of drafting professional correspondence.
- The ability to create a welcoming environment within the Reception area of the college.

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