



# ruskinmill

## gracegardenschool

Grace Garden School is located in Bristol and is a new, exciting and innovative provision, which is part of the Ruskin Mill Trust providing for children from 9-16 years.

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.

## Administrator – Part Time

**21 hours per week, 52 weeks per year**

**Actual Salary Range £8954.40 - £10,472.28 per annum subject to experience and qualifications**

This is an exciting opportunity offered by Catherine Grace Trust part of Ruskin Mill Trust for an experienced, self-motivated Administrator. The role will undertake a wide variety of duties and responsibilities and assist the Administration manager with the efficient running of the administration functions at the school.

Prospective candidates should be able to demonstrate:

- Experience of working in an administrative role (within an educational or care organisation would be desirable).
- Strong IT skills including word processing, databases and spreadsheets.
- Excellent written and verbal communication skills.
- An administrative qualification is desirable.
- Excellent organisation skills.

Working at Grace Garden School is rewarding and in return, we offer competitive salaries with progression in pay once qualified. 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
- A beautiful location in Bristol
- Free lunch in term time
- Free employee assistance programme with BHSF (health insurance)

*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 10 December 2021**

For further information and to apply visit [www.rmt.org/jobs/](http://www.rmt.org/jobs/) or contact Human Resources on 01453 837520 or by email at [rmchrenquiries@rmt.org](mailto:rmchrenquiries@rmt.org)