

The Ruskin Mill Trust Group operates five colleges and associated residential provisions in; Nailsworth, Stourbridge, Sheffield, Birmingham, Pembrokeshire, as well as independent specialist schools in Worcestershire, Bristol, Sheffield and an associated site in Darlington. We provide innovative and experiential education for children and young people with special learning needs, developed out of the inspiration of Rudolf Steiner, William Morris and John Ruskin.

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## Human Resources Advisor (Education and Care)

Salary Range: £28,029 - £30,433 per annum. Full Time. Starting salary will be subject to experience

The level of role/salary may be increased for an exceptional candidate with high level skills/experiences.

**This post is based at Clervaux, Darlington** with occasional travel to East Lothain and Sheffield

40 Hours per week, 52 weeks per year.

We have the exciting opportunity for a Human Resources Advisor to join our Northern HR team which supports two residential schools, a college, a day service and an adult's residential service in Sheffield, Darlington and Scotland. This is a truly generalist role including recruitment, vetting, absence management, communicating payroll changes and employee relations matters, although this is a HR Advisor role the successful candidate must be prepared to do their own administration and to be actively involved in obtaining vetting checks for staff in the local area.

The role is based in Darlington and will primarily support Clervaux Garden School and Clervaux Adults in Darlington and Seol Trust in East Lothian, Scotland but will attend Sheffield for team meetings and to support processes as required. The successful applicant will need to have a driving license and access to a car to be able to travel between sites in and fulfil this role. CIPD qualification is desirable but not a requirement as we prioritise direct experience, past experience of Ofsted, CQC and Care Inspectorate Scotland would be advantageous but not essential.

The Human Resources Advisor we are looking for would

- Realise the importance of safeguarding, with a rigorous approach to vetting and compliance
- Register as a Counter-Signatory for the Scottish PVG Scheme.
- Able to work independently in Darlington and communicate effectively with team members in Sheffield.
- Be seeking some truly unique HR challenges such as how to resource and support a day provision in a remote Scottish Woodland or unpick complex interactions between stakeholders
- Have demonstrable experience in conducting investigations, resolving grievances, supporting staff with ill health and similar employee relations processes
- Be committed to empowering managers to lead on employee relations process while ensuring they stay compliant with policy and legal frameworks.
- Appreciate that by joining a small team they need to multi-task and take responsibility for all aspects, whether it is having challenging conversations or ensuring the notes are accurate.
- Take satisfaction in completing processes and maintaining accurate data on HR systems

Working at Ruskin Mill Trust is incredibly rewarding and in return, we offer competitive salaries, with progression in pay and an auto-enrolment pension scheme. In addition, staff receive;

- A comprehensive induction, extensive training and development plan to include Autism, Attachment, *Practical Skills Therapeutic Education (PSTE)*, MAPA (Physical Intervention) training and much more
- 33 days annual leave (including bank holidays) which increases with length of service.
- Free lunch and on site parking

*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: Midday, Tuesday 30<sup>th</sup> November 2021**

For further information and to apply visit <https://www.rmt.org/jobs/> or contact the HR Team at: [recruitment@ghc.rmt.org](mailto:recruitment@ghc.rmt.org)