

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.

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## Shop Manager and Work Experience Provider

**40 hours per week (including Saturdays), 52 weeks per year**

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**Salary Range (FTE) £25,188.65 to £27,374.31 per annum subject to experience and qualifications**

We are seeking to appoint a committed, enthusiastic and professional individual who will have an extremely high regard for the quality of aesthetics and presentation of the social enterprise and products that they sell and to ensure best practice in customer management at all times and with the Horticulture Production Manager to set up customer analysis systems to facilitate the regular revision of the operational plan.

In order to be successful in this role you will:

- the day-to-day management of the shop, ensuring that there is sufficient stock for the retail outlets across the site and ensuring that the shop is a showcase for the work of the college and the other social enterprises within the provision and the Trust
- maintaining required records including financial accounts, compliance checks for the equipment, orders and stock control and provide regular reports to the Horticulture Production Manager
- ensuring the shop provides meaningful work experience and educational opportunities for students throughout the year
- working with the Senior Land Manager to identify potential suppliers and maintain good business relationships
- undertaking all administrative tasks associated with the running of the shop, including marketing, working with the finance department to manage costs and carrying out basic financial management tasks.
- Manage a small team within the shop.

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:

- A comprehensive induction, an excellent personal development plan and extensive training to include Autism, Attachment, Emotional Resilience, Holistic Support, *Practical Skills Therapeutic Education (PSTE)*, SIA (Safety Intervention) training
- 33-38 days annual leave (including bank holidays) increasing with your length of service with us
- Employee Assistance Support
- A unique location in which to work, with free lunches during term-time and onsite parking

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 29 NOVEMBER 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](mailto:rmchrenquiries@rmt.org)