

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.

Human Resources Assistant

Salary Range: £22,619.83 to £23,603.48 per annum. Full Time. Starting salary will be subject to experience

This post is based at Freeman College and Brantwood Specialist School, Sheffield

40 Hours per week, 52 weeks per year.

We have an exciting opportunity for a Human Resources Assistant to join the Trust, based from Freeman College and Brantwood Specialist School, Sheffield to work as part of the existing Human Resources team with responsibility for administrative HR functions across Trust sites. With the Trust rapidly growing in size, this is an exciting time to join us and become part of our team.

As part of a larger Trust Human Resources service, you will be responsible for the undertaking of routine administrative duties, inputting of data onto computer based systems, assisting with vetting checks for all new staff, maintenance of the human resources filing systems and collation of all recruitment and equality and diversity data.

Freeman College provides innovative and experiential education and training for young people marginalized by disadvantage, exclusion or special learning needs. Inspired by Rudolf Steiner and John Ruskin, the College actively promotes through craftsmanship and entrepreneurship the traditional economic activities of the Cotswolds.

Experience or a keen interest in the Human Resources function as well as excellent administration and communication skills is a must.

Ruskin Mill Trust is committed to staff training and development and an interactive induction is provided, giving the opportunity to experience the craft and the student experience.

Working at Ruskin Mill Trust 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)
- 33-38 days annual leave (including bank holidays) based upon your length of service
- Opportunities to attend trainings to expand your knowledge of the Trust's method.
- Beautiful locations and free lunches during term time
- Free employee assistance programme via BHSF (occupational health)

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, Friday 28th January 2021

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