

# Ruskin Mill Trust

## Job Description

**Position:** Senior Administrative and Systems Officer  
(Residential)

**Post Reference No:** RMT101231

**Field of Practice:** Holistic Support and Care (Field5)

**Grade:** 8

**Responsible to:** Head of College Residential

**Location:** Freeman College, Glasshouse College

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### Job Purpose

The Senior Administrative and Systems Officer will be a member of the College Residential Team and work in a flexible and collaborative manner to support the team to fulfil their regulatory responsibilities.

The post-holder will have an overarching view of all the administrative processes and systems and will liaise in order to provide high quality administrative provision and service delivery.

The post-holder will liaise with other members of the residential teams and departments as necessary in order to develop and monitor good working processes and systems to ultimately contribute to the core purpose in improving the education and lives of young people.

You will be expected to travel on an occasional basis between the sites and to and from other places as the company may require.

You will be required to carry out your duties at all premises, some of which are located a distance from the main site and at such other places as may reasonably be required.

### Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

### Main Duties

1. To provide administrative support for the Shared Lives and Residential Team to include liaising with parents and carers, external agencies and other general enquiries as required.
2. To be responsible for the data systems in the college which inform compliance & governance, linking closely with SMT function. Including a continuous review of recruitment data balanced with what the service needs.

3. To actively look at ways of improving the effectiveness of the safety procedures within the provision, discuss these with the Head of Residential and the Designated Safeguarding Lead, and once approved, to assist in implementing them and facilitation safe working practices across the college.
4. To assist with aspects of health and safety audits; weekly, monthly and termly audits and provide feedback to the SMT.
5. To maintain the residential Health and Safety record keeping including improvement plans, and ensure they are filed in agreed locations, remedial action is undertaken within the agreed timescales and highlight area of concerns to the SMT.
6. To ensure that cyclical fire tests, alarm call point tests, escape route checks and fire drills are carried out.
7. To carry out audits and provide feedback and seek solutions for any issues which are giving cause of concern or which fall of short of the standards required and report any concerning problems to your line manager.
8. To complete, and assist other staff to complete risk assessments for all college properties and ensure that the Education Health and Care managers are aware of risk assessments needed for individual activities.
9. To work with the Department of Human Resources to manage agency contracts & ensure agency workers are fully vetted are compliant to CQC & legal standards.
10. To administer data from residential staff to support the HR team receive accurate information within the required timescales with regards to annual leave, timesheets, leavers etc.
11. To support the residential management team to assess staffing needs and to complete recruitment request forms for Executive Team approval, always ensuring that the department of Human Resources are involved to ensure consistency across the Trust.
12. To support HEaRT to ensure that all training needs are addressed and training sessions scheduled to meet and exceed statutory compliance.
13. To support the residential management team in relation to the monitoring and embedding of PSTE, RMT's Food & Nutrition policy, Home Making training, and RMT's seven care qualities.
14. To ensure that HEaRT are fully informed on induction needs and support them to communicate plans to the new staff.
15. To act as a key point of liaison with the finance department related to residential expenditure including purchase orders and invoices, system use, and general enquiries.
16. To act as a systems champion and trainer for residential staff as new systems are implemented.

17. To arrange and record meetings, including monitoring, supervision and probationary meetings (in liaison with the human resources department).
18. To maintain central staff rota & ensure the students needs, compatibility are taken into consideration and issues are resolved in a timely manner.
19. To provide dedicated and ad hoc reports, which inform compliance & governance as required.
20. To undertake ad-hoc project work as required.
21. To provide cover for the college administrators as required and to assist with minute taking as required.

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To deliver training or development opportunities as required.
12. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.

16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Senior Administrative and Systems Officer (Residential) has direct line management and supervision responsibility for additional administrative support within the department.

### **Liaison**

To liaise with all staff employed within the residential provision, customers, service users, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

# Person Specification / Training and Development Requirements

**Position:** Senior Administrative and Systems Officer

The following are the criteria that will be used for Shortlisting

## **Experience:**

- NVQ Level 3/4 in Business and Administration or equivalent experience (desirable)
- IOSH qualification desirable but not essential
- Experience of holding a senior administrative role that affects the operations of the organisation
- Experience of regularly managing the day-to-day operations of an office or department including associated facilities
- Experience of providing audits and action plans
- Significant experience of utilising and updating database programs
- Experience of working in an education or other public sector environment
- Experience of managing a diverse workload and meeting strict deadlines

## **Knowledge and Skills:**

- Highly Computer Literate in Microsoft office applications, including, Word, Excel and Powerpoint
- Outstanding interpersonal and customer service skills
- Ability to ensure exceptional standards of accuracy and quality on behalf of the College Principal
- Well organised
- Proficient in decision making
- Able to work to deadlines
- Able to take ideas and turn them into action plans and see through to the end
- Good eye for detail
- Able to work independently but within the framework of a dispersed team
- Adaptable
- Shows Initiative
- Ability to demonstrate high levels of motivation and enthusiasm for all duties no matter how minor such as preparing items required throughout meetings such as equipment and refreshments
- Full clean driving licence and use of a car

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

| Training or Qualification | Name   | Timescales for completion                       | Length of programme                     |
|---------------------------|--|---|---|
| Qualifications / Training | Introduction to Practical Skills Therapeutic Education | 2 weeks   | 2 weeks but may be extended if required |
|                           | Management of Actual and Potential Aggression          | At first available opportunity                  | 1 day                                   |
|                           | PREVENT training                                       | Within 1 week of commencing role                | Online - about 1 hour                   |
|                           | Safeguarding - Internal Policies and Procedures        | Within 3 months of commencing role              | 2 hours                                 |
|                           | Equality and Diversity                                 | Within 3 months of commencing role              | 2 hours                                 |
|                           | Home Making  | At the earliest opportunity over next 12 months | 3 days plus follow up assignments       |