



Glasshouse College is located in the heritage glassmaking district of Stourbridge and is part of the Ruskin Mill Trust, providing Specialist Independent Education to young people aged from 16 to 25 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.

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## Senior Administrative & Systems Officer

**40 hours per week, Full Year**

**Salary Range: £25,188.65 - £26,281.48 per annum**

An exciting opportunity has become available to join Glasshouse College, Ruskin Mill Trust, as part of a committed team focusing on the holistic needs of the students. This post is a new opportunity to join the College Residential Team to ensure it fulfils its regulatory responsibilities.

The post-holder will have an overarching view of all the administrative processes and 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.

In order to be successful in this role you will:

- 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, action plans and undertaking ad-hoc project work
- Significant experience of utilising and updating database programs
- Experience of working in an education, care or other public sector environment
- Experience of managing a diverse workload and meeting strict deadlines
- Demonstrate emotional intelligence and resilience with the ability to react calmly in stressful situations
- Although not a requirement of the role the post holder must be willing to work towards the Level 5 Leadership and Management to support their understanding of effective management in a residential provision.
- A IOSH qualification would be desirable.

Working at Glasshouse College is rewarding and in return, we offer competitive salaries, with progression in pay once qualified, and an auto-enrolment 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)*, MAPA (Physical Intervention) training
- 33-38 days annual leave (including bank holidays) increasing with your length of service with us.
- The successful applicant will take part in an interactive induction to experience the crafts that are part of the curriculum, and the student journey.

The post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check for both adults and children, a medical check, evidence of qualifications plus verification of the right to work in the UK. Glasshouse 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: Midday, Friday 20<sup>th</sup> May 2022**

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