



Brantwood Specialist School, set in the leafy suburbs of Sheffield, is part of the Ruskin Mill Trust and provides Specialist Independent Education to children from 7 to 19 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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## **School Administrator**

**30 Hours per week, 40 weeks per year**  
**£13,056.00 per annum**

This Role is to work as part of the administration team fulfilling administrative related duties to assist with the efficient running of the administration functions at the School.

### **The key duties in this role will include:**

- To carry out administrative tasks including filing, minute taking, report writing and general office tasks.
- To attend meeting's as note taker and type up notes as required.
- To assist with the ongoing inputting of information onto databases.
- To provide full administrative support to the administration manager and management team.
- Be responsible for scheduling and ensuring that records are maintained and up to date on the Management/school systems.

### **To undertake this position successfully you will have:**

- Excellent communication and organisational skills.
- Experience of arranging and minuting minutes.
- Proficient IT skills including use of Microsoft office.
- A professional attitude which reflects the values and culture of the Trust.
- The ability to liaise with colleagues, external parties, students and parents effectively and in an appropriate manner.
- Effective planning and organising of own work and dealing with daily changes and pressures, whilst maintaining quality and consistency at all times.

Experience of working with students with learning disabilities or developmental delay is not a requirement of the role but successful applicants will be expected to share their working environment with students and may be required to work directly with them to assist school duties.

The successful applicant will take part in an interactive induction to experience the crafts within the curriculum and experience 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. Brantwood Independent Specialist school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.