



JOB DESCRIPTION

Maths Hub Coordinator

Salary and Hours

Salary: **Grade 5 Point 15 to 22 (£22,911 - £26,317 full time)**
Actual Salary is: £19,297 - £22,165

Hours: **37 hours per week, term time only**

Role Description

Day to day responsible to: Director of Teaching School

All support staff are managed by the School Business Director

Job Responsibilities:

The postholder will provide comprehensive administration and finance support to the Maths Hub. On a day-to-day basis the postholder will work with the Director of Teaching School and the Maths Hub Lead.

The post holder will be expected to use the Authority standard computer hardware and software packages where appropriate and must be conversant with up to date Microsoft Office applications particularly spreadsheets, Word and desk top publishing.

The following gives an indication of the duties and responsibilities that the post may involve. The exact nature of these duties and responsibilities may change over time; the post holder will be expected to work flexibly and carry out any work that is reasonably required and is appropriate to the grade:

- Line management of Maths Hub Administrator, delivering an effective Induction programme and ensuring that all duties are carried out efficiently.
- Maintaining, collating and presenting data using a variety of sources and database packages.
- Designing, creating and distributing marketing and promotional materials using an appropriate range of software applications
- Responsibility for ensuring effective communication of information regarding Maths Hub activities to all Alliance partners, board members and local leaders.
- Responsibility for liaison with all Teaching School Alliance and Maths Hub partners.
- Responsibility for developing and maintaining accurate records of information for all Maths Hub and Alliance partners, to include relevant subject networks and partnerships as they become active

- Responsibility for creating and maintaining accurate records of development needs of schools involved in all Maths Hubs, Network and Hub activities
- Responsibility for creating and maintaining accurate records of where best practice exists in schools and partnerships related to all Maths Hub activities
- Organise the booking and management of events and activities both in school and in other venues, including reviewing and updating Risk Assessments specific to the in-house events.
- Design and preparation of programmes and all other documentation, including evaluation of events and their impact.
- Note/minute taking and distribution of papers for meetings, events and work groups as required.
- Responsibility for designing and assisting in the evaluation of surveys, contributing where relevant, regarding the work of the Maths Hub including year on year comparisons
- Manage the design, development and maintenance of the Maths Hub website, ensuring it is an up to date resource to include all relevant Work Groups, criteria and expectations.
- Supporting the MHL in planning activities for each annual cycle including financial planning and evaluation
- Responsibility for ensuring Maths Hub expenditure is entered accurately on the database / finance software and providing financial reports when required
- Issue relevant information regarding 'match funding' criteria
- Ensuring grant funding and other income is received in line with expected dates and levels and reporting any shortfalls or inaccuracies to the School Business Manager.
- Participating in and attending national MHC forums and online community
- Liaising with internal and external stakeholders as required. E.g finance team, DfE, NCETM etc.
- Support ITT coordinator with the management and administration of the School Direct process, recruitment and trainees year on year. Including attendance at recruitment events, throughout the year, to represent the Alliance and answer queries from potential candidates, subsequent follow up and coordination of applications.
- Maintain and update DfE systems throughout recruitment process (UCAS and DfE Apply and Publish sites), including submission of overall requests for places to DfE.
- Undertaking any other duties, which may reasonable be regarded as within the nature of duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms