

# Recruitment Pack



LANCASTER UNIVERSITY  
SCHOOL OF MATHEMATICS



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SCHOOL OF MATHEMATICS

CARDINAL  
NEWMAN  
COLLEGE

Lancaster  
University



# Administrator

We are extremely pleased that you are considering applying for the post of Administrator to take up the post as soon as possible.

Lancaster University School of Mathematics (LUSoM) is one of nine Maths Schools in England and part of u-Maths the network linking us all. We are a specialist sixth form college bringing together talented mathematicians and creating a vibrant community where they are actively encouraged to explore the subjects they love.

We recruit the brightest and most talented maths pupils from across Lancashire, whatever their background, and bring them into an inclusive community of other exceptional students. LUSoM has a particular mission to reach out to under-represented communities and promote the study of maths, not least to girls.

Although LUSoM is a distinct institution as part of the Rigby Education Trust, set up and supported by Lancaster University and Cardinal Newman College, students at LUSoM receive exceptional teaching, experience first-class facilities, and follow a high-quality enrichment programme that encourages the practical application of maths and brings industry experts into the classroom. The curriculum is extended beyond maths and further maths A Level to provide a stretching and inspiring education.

We are committed to equality and diversity welcoming colleagues from all backgrounds into our community irrespective of their religion or belief, ethnicity, gender, gender identity, disability, sexual orientation, marital or pregnancy status.

Included in this job pack is information about LUSoM and the role. If you meet the criteria of this post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

Application forms can be completed electronically via the [online career page](#). The closing date for applications is 11:59pm on Sunday 15th March 2026. Please contact the HR team if you require assistance or adjustments when completing the on-line application form. We do ask that you accept, in the interests of economy, that if you have not heard from us by the end of March you have not been selected for interview on this occasion. We will confirm receipt of all applications by email. Please call the HR team if you have not received a confirmation email by the closing date.

Yours faithfully,



Nick Burnham  
Executive Principal



# About Lancaster University School of Mathematics

## **ABOUT LUSoM**

Lancaster University School of Mathematics (LUSoM, as part of the Rigby Education Trust, with Lancaster University and Cardinal Newman College, opened in September 2022 in Preston.

In the school's first two years A-level results', LUSoM students achieved over 80% of all grades at A\*-B, over 55% at A\*/A and over 20% A\*. Allied with value added scores well above average, this puts the school as one of the top few state sixth form providers in the whole of the north of England for attainment and progress. Individual successes have also seen students go on to Oxford and Cambridge universities as well as other Sutton 30 destinations and we have been very successful at guiding students to competitive degree apprenticeships with BAE, Dyson and Caterpillar.

Specialist maths schools are supported by the Department for Education (DfE) and have an extensive outreach programme to support maths education in surrounding schools and to widen participation for mathematically able students from disadvantaged backgrounds to fulfil their potential.

For some school pupils, being naturally gifted in maths and science subjects can set them apart for the wrong reasons. A specialist maths school brings together these talented individuals and creates a vibrant community where they are actively encouraged to explore the subjects they love. The curriculum is extended beyond the standard maths A-level to provide a stretching and inspiring education delivered by LUSoM staff, members of Lancaster University and Cardinal Newman College.

## **LUSoM MISSION STATEMENT**

Our mission is to enable the most able mathematicians from all backgrounds to realise their potential within an inspiring, inclusive and supportive learning community. Lancaster University School of Mathematics offers able young people within the surrounding areas access to world-class preparation for entry into mathematics-based university education at a standard which is unavailable within the mainstream state school system. We are a centre of excellence, which aims to share best practice throughout the region, raising achievement and aspirations for all. A substantial outreach programme is offered to feeder schools, with activities ranging from master classes and teacher INSET to mentoring individuals and sharing online resources. Additionally there is close collaboration with the Abacus North West Maths Hub.

# Main Terms and Conditions Summary

<b>Salary</b>	The post will be paid on the Sixth Form Colleges' Support Staff Pay Spine at point 3, pro rata to £25,949 (inclusive of a Living Wage top up of £1,190) per annum. Actual Salary £25,018 per annum
<b>Payment of Salary</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month
<b>Working hours</b>	37 hours per week, Term time plus 4 weeks; Monday 08:00 – 16:30 Tuesday 08:00 – 15:30 Wednesday 08:00 – 16:30 Thursday 08:00 – 16:30 Friday 8.00am – 15:00
<b>Holidays</b>	Holiday entitlement is pro rata to 25 days annual leave plus 8 statutory and 4 concessionary days. Due to the working time being term time plus 4 weeks, your holiday entitlement will be incorporated into your salary which will be paid evenly across 12 months and the entitlement should be taken outside of term time.
<b>Pension Scheme</b>	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at <a href="https://www.lppapensions.co.uk/members/">https://www.lppapensions.co.uk/members/</a>
<b>DBS Clearance</b>	This post requires Disclosure and Barring Service clearance as well as a range of other safer recruitment checks.

## Department Information

We are seeking an enthusiastic and highly organised administrator, with a keen eye for accuracy, and a proactive approach to their work. You will enjoy taking initiative, seeking out opportunities to improve processes, and supporting the team achieve its goals. LUSoM is a specialist maths sixth form college delivering STEM related A-Levels to high performing school leavers across Lancashire. The school currently employs eight teaching staff, four support staff and a science technician. The school also have service level agreements in place with their sister college Cardinal Newman to cover additional services such as networks and HR. The role will join our growing support staff team which has an Outreach and Operations Co-Ordinator, Finance and Administrative Assistant, Chief Financial Officer and Estates and Operations Manager. Working in our main school office, you will be a first point of contact for our parents, visitors, and contractors. You will play a key role for the school, being involved in a vast range of administrative tasks across the school, to support in providing a positive learning environment for staff and students.



# Job Description

**Job Title:** Administrator

**Responsible to:** Estates and Operations Manager

**Purpose of the post:** To undertake office duties to provide and maintain an efficient and effective administrative service to Lancaster University School of Mathematics

## Main Duties and Responsibilities:

- To be the first point of contact for visitors to the school, extending a warm welcome to parents, visitors, contractors and delivery staff.
- To deal with telephone calls quickly and efficiently, transferring callers to relevant staff and taking and passing on clear and concise messages as required.
- To follow safeguarding procedures by ensuring all visitors and contractors sign in and issue the appropriate lanyard. To ensure DBS and ID information is checked for approved contractors and where visitors do not provide, ensure they are fully supervised before they leave the visitor waiting area.
- Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and staff.
- Monitor and follow up on all reports of student absence.
- To be the first response on the general enquiry mailbox and forward any emails to the relevant staff where required.
- To ensure the reception area always remains tidy.
- To accept deliveries and sign them in on the Sign in App.
- Submit all school reprographics requests and collect them from Cardinal Newman College where necessary.
- To ensure the stationery/outreach stockrooms are kept organised and tidy.
- To collate all order requests each half term for all staff and process the orders.
- Book and arrange any staff travel requests.
- Support the admissions team with enquiries and administrative tasks.
- To support in the planning and organising of all trips and visits.
- Liaise with contractors via email, phone and in person in relation, but not limited to; reactive and planned jobs, required documentation (e.g. DBS certificates, risk assessments & method statements), dates of attendance, invoices and job sheets.
- Update the contractor schedule in line with upcoming planned and reactive works.
- Alongside the Estates and Operations Manager, be a primary point of contact for the Estate provision for staff, contractors, and suppliers.
- Raise tickets for the Estates and Networks Team as required.

- Using the school's finance system, raise purchase invoices, raise purchase orders and provide to the relevant contractors.
- Maintain the school's facilities management system, including document and contract upload and ensuring accurate information is held.
- Assist in the planning and implementation of the annual planned maintenance servicing schedule.
- Assist in the arranging of reactive maintenance.
- Assist the Estates and Operations Manager in ensuring the approved contractor database is kept up to date in accordance with the schools safeguarding policy.
- Issue the fortnightly parent email as provided by the Head of School.
- To support with all events planning.
- Invigilate exams when required.
- Attend careers fairs/events in schools when required.
- Support the outreach programme after college when required.

### **General**

- To undertake any other duties as may be deemed necessary from time to time within the scope of the post as requested by the Estates and Operations Manager/ SLT.
- To follow all college policies and procedures and work in accordance with the college's Health & Safety Policy.

# Person Specification

Qualifications/Attainments	Essential	Desirable
5 GCSE A*-C/9-4 which must include English and Maths at grade A*-C/9-4 or Level 2 equivalent	✓	
Experience	Essential	Desirable
Experience of working autonomously and part of a team, managing own workloads and achieving deadlines	✓	
Experience of managing and maintaining data	✓	
Experience of working in a busy environment with the ability to respond positively to high work demands	✓	
Familiarity with education-related environment		✓
Work experience involving customer service		✓
Knowledge, Skills and Personal Qualities	Essential	Desirable
Good working knowledge of IT packages including Microsoft Office; Word, Excel, Outlook etc	✓	
Good computer skills	✓	
Excellent organisational and administrative skills	✓	
Good attention to detail	✓	
Ability to cope with periods of pressure, to prioritise workload, meet deadlines and to work flexibly in response to change	✓	
Awareness of the importance of confidentiality	✓	
Good level of Customer Care awareness	✓	
Ability to promote the College and Department in a positive manner	✓	
An understanding of 'safeguarding' and its importance within the college	✓	
Ability to work without constant supervision	✓	
Ability to use own initiative	✓	
Ability to communicate with both staff and students	✓	
An Enthusiastic individual with an aptitude for team-working and good interpersonal and communication skills.	✓	
Excellent time keeping and attendance record subject to the provisions of the Equality Act 2010	✓	
Display the values, attitudes and behaviour consistent with the ethos of the school.	✓	
The ability to meet the requirements of the Asylum and Immigration Act (to be eligible to work in the UK)	✓	
Enhanced Disclosure clearance (including barred list check) *	✓	
Provision of two references which are deemed as satisfactory to the Principal*	✓	
Medical clearance*	✓	

The Lancaster University School of Mathematics has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidates' suitability to work with children will be explored at interview and confirmed through references for the appointee



## **LUSoM PRINCIPLES**

### **A WORLD CLASS TEACHING AND LEARNING ENVIRONMENT PROVIDING AN INSPIRING CULTURE OF ENQUIRY FOR STUDENTS AND TEACHERS**

A central objective of the LUSoM is to promote a culture of outstanding teaching and learning in mathematics. It provides a culture and conditions where students have the support to flourish and where staff have the time to work with students individually and to reflect together on how continuously to improve teaching and learning in mathematics.

LUSoM provides students with an environment in which mathematical and scientific ideas are part of everyday conversation – extending well beyond the examination syllabus.

### **THE STUDENT AT THE HEART OF EVERYTHING**

The learners' needs are at the heart of all the LUSoM does. Our focus, first and foremost, is to provide an education that enables gifted young mathematicians and scientists to flourish and succeed.

We welcome and encourage applications from talented mathematicians, regardless of their background. Our approach to recruitment and marketing, and the ethos of our school, ensures that all parts of our community feel that they are welcome and would flourish in the inclusive and supportive community.

Student voice is important in informing the learning environment. LUSoM recognises that learners are individuals, each with their own specific needs. We provide a safe, caring and supportive structure in which they can work. A holistic package of care is in place, reflecting the needs of the individual. We seek to develop the whole person in order that the mathematician can flourish.

### **INSPIRING THE NEXT GENERATION**

Those who have studied at LUSoM will not only be highly qualified students but will have the necessary skills to excel to be ready to excel on mathematics-related degrees at the very best universities. The enriched curriculum and links to Lancaster University and employers equips students with the necessary skills and experience to succeed at degree level and beyond, providing the UK with high performing mathematicians ready to work in business and industry.



## **CREATING A COLLABORATIVE LEARNING COMMUNITY**

LUSoM is committed to extensive and ongoing outreach work. This work is central to identifying the most able mathematicians and to breaking down the barriers preventing some of the talented from continuing studying mathematics beyond GCSE level.

A significant opportunity is provided by the Abacus North West Maths Hub located at the Maths School's sponsor institution, Cardinal Newman College. LUSoM works with the Maths Hub to promote the study of mathematics, to encourage the best mathematicians to progress to the school, to identify the talented and to promote a collaborative community sharing best practice in mathematics teaching and learning.

## **WORKING WITH OTHER MATHS SCHOOLS TO DRIVE LASTING CHANGE**

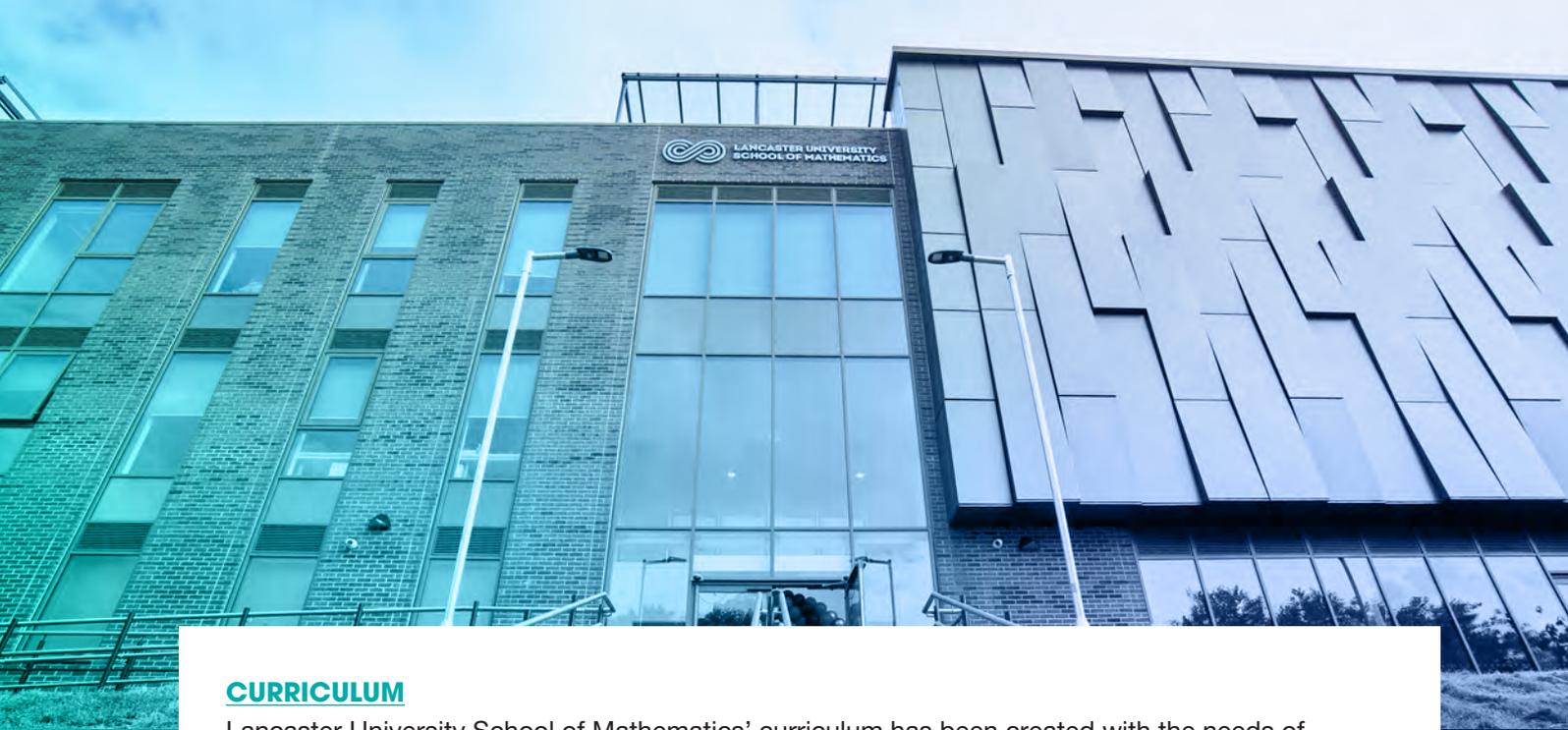
Lancaster University School of Mathematics is part of a national network of university Maths Schools, u-Maths. Every year u-Maths hosts a staff development day to facilitate collaboration and sharing best practice among the schools. There are formal and informal networks for teaching, super-curricular work and pastoral provision allowing us to work together to shape the future of mathematics and science education across the country.

## **ADMISSIONS**

LUSoM and its partners focuses some of its outreach work on identifying young people at key stage 3 who have a particular aptitude for mathematical study and may need extra support and guidance to succeed at key stage 4.

The admissions process is clear, fair, transparent and challenging to ensure that students are recruited appropriately and will benefit from and succeed within a maths school environment. Students are required to complete and submit an application form, sit an aptitude test and have an interview. They must also achieve a minimum of grade 8 in GCSE mathematics in order to attend the school.

All prospective students with specific educational needs or disabilities are supported by specialist staff through the application process to ensure all reasonable adjustments are made.



## **CURRICULUM**

Lancaster University School of Mathematics' curriculum has been created with the needs of the most academically able mathematics students at its heart.

The curriculum consists of A Level Mathematics and Further Mathematics, a choice from Physics, Chemistry and Computer Science, and then a possible fourth A Level from these subjects or other A Level subjects offered at Cardinal Newman College. Students also undertake group projects as part of the LUSoM Award and have the option of undertaking the Extended Project Qualification.

Students also have the opportunity to engage with extra-curricula and enrichment activities throughout the week. In addition, LUSoM is well equipped to support students with additional learning needs, to provide outstanding pastoral support and provide support to students with English as an additional language.

For further information about the LUSoM curriculum, please refer to our prospectus which is available to download on the website.

## **GOVERNANCE**

Rigby Education Trust is a single academy trust operating the Lancaster University School of Mathematics. Its trustees are responsible for the governance of the maths school and committed to its mission of enabling the most able mathematicians from all backgrounds to realise their potential.

The Trustees come from a range of backgrounds: the majority have extensive experience in education. The Board includes the Executive Principal who is also the principal of Cardinal Newman College.

The Trust is independent from both Lancaster University and Cardinal Newman College. However, the University and College are vital partners and stakeholders.

# Privacy Notice

# Job Applications



**LANCASTER UNIVERSITY**  
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**The Rigby Education Trust was set-up to operate and oversee the Lancaster University School of Mathematics.**

**The Rigby Education Trust is an academy trust and a charity.**

**The Lancaster University School of Mathematics is the charitable activity of the academy trust. Therefore, in this document references to the Maths School apply to the Rigby Education Trust.**

As part of any recruitment process, Lancaster University School of Mathematics collects and processes personal data relating to job applicants. The Maths School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information do we collect?

The Maths School collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Maths School needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Maths School may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

## Why does the Maths School process personal data?

We need to process data in order to consider your application and, if appropriate, your appointment.

In some cases, we need to process data to ensure that we are complying with the Maths School's legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Maths School may process special categories of data when it performs an appropriate and proportionate online search on the name(s) of appointed candidates as part of its due diligence process. The purpose of the online search forms part of the college's process in establishing the candidate's suitability to work with children and young people.

The Maths School may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the Maths School's commitment to equality and diversity as well as its public duty under the Equality Act.

## Who has access to data?

Your information will be shared for the purposes of the recruitment exercise. This includes the HR team and interviewers involved in the recruitment process.

The Maths School is being supported by Cardinal Newman College which will be handling and holding data relating to job applications and Human Resources functions more generally.

We will not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

## How does the Maths School protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## For how long does the Maths School keep data?

If your application for employment is unsuccessful, the Maths School will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy. Data processed as part of the online search on successful applicants would be deleted on appointment.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Maths School to change incorrect or incomplete data;
- require the Maths School to delete or stop
- processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Maths School is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [bdeed@lusom.ac.uk](mailto:bdeed@lusom.ac.uk)

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Maths School during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.