



**Contractor Post:** Maths Hub Administrator

**Responsible to:**

London Central and West Maths Hub Project Manager and the Maths Hub leads

**Salary:** £29,250 (39 working weeks)

The Maths Hubs Programme is a national network of 40 school-led hubs across England, funded by the Department for Education. It supports all state schools and colleges with free professional development, collaboration and leadership opportunities, aiming to improve mathematics teaching through mastery approaches, shared expertise and sustained practice change. Fox Primary school, part of the Fox Federation, is one of 40 lead schools for Maths Hubs. It is the lead school for the London Central and West Maths Hub (LCW Maths Hub), which provides support to state schools and colleges across 7 boroughs of West London.



 Fox Federation



Ashburnham Primary School



Avondale Park Primary School



Avonmore Primary School



Fox Primary School



Park Walk Primary School



St Anne's Nursery School

## Main Purpose of the contractor role

The Maths Hub Administrator is responsible for supporting the effective planning, coordination and delivery of the LCW Maths Hub programme. The contractor will provide administrative and logistical support to the Maths Hub's leadership and management team across multiple functions, ensuring accurate data management, facilitation of internal and external communication and contributing to the successful execution of projects, events and initiatives.

# Main Duties

## 1. Data Management and Systems

- Maintain and update internal data systems, spreadsheets and databases to ensure accuracy and consistency.
- Collect and process participant or stakeholder information as required by the Maths Hub.
- Upload and organise project documentation across appropriate digital platforms.
- Monitor data completion, follow up on missing information and ensure compliance with data protocols.
- Track and report on participation, engagement and other key project metrics.

## 2. Event and Diary Coordination

- Coordinate all Maths Hub Work Group (WG) session logistics including scheduling, location booking and participant communications.
- Manage the Maths Hub's leadership and management team's diaries, including scheduling meetings and monitoring key milestones.
- Monitor attendance at national and local training days and facilitate follow-up on missed sessions.
- Organise and manage the Maths Hub's local community days (approximately 3 per year), including attendee confirmation, catering, evaluation forms and post-event communication.
- Plan and support wider engagement events such as conferences, open mornings and training days.
- Schedule and organise the LCW Maths Hub's strategic board meetings (3 per annum), including invitations, logistics and minute-taking.
- Set up and manage online meetings (e.g., via Zoom) where required.
- Arrange interviews and support recruitment processes for new participants in hub programmes.

## 3. Work Group Coordination

- Maintain the online communication portal (Basecamp) for all of the Maths Hub's work groups including dates, attendance trackers and work groups participants.
- Send timely session reminders with full session details and work group tasks to participants.
- Provide administrative and logistical support to Work Group Leads (WGLs), including reminders and resource setup.
- Create and maintain systems: participant attendance trackers, evaluation forms and impact journals based on provided templates.
- Manage applications, respond to queries and requests for information and update databases to monitor the schools which the Maths Hub is currently working with or not working with.
- Support work group recruitment: chase and process commitment agreements, send confirmations and communicate session details.
- Track and collate attendance for all Work Groups
- Disseminate evaluation and impact surveys, ensuring responses are collected and uploaded appropriately.

#### **4. Marketing, Communications and Recruitment**

- Collect testimonials and quotes from Work Group Leads and participants for use on social media platforms.
- Support participant recruitment by ensuring accurate contact data is maintained in databases.
- Support the Marketing and Communication Administrator in the distribution of key communications and marketing material.

#### **5. Finance and Procurement**

- Order catering, resources and materials for events following organisational procurement protocols.
- Send and follow up on Service Level Agreements (SLAs)/Contracts for services on behalf of the LCW Maths Hub.
- Work with the Maths Hub Project Manager to coordinate funding claims from participant schools.
- Send reminders regarding invoicing and expense claims.

## **Contractor Specification**

### **Essential Knowledge, Experience and Skills**

- Strong administrative and organisational skills.
- High level of attention to detail and accuracy in data management.
- Proficient in Microsoft Excel, Google Sheets and cloud-based collaboration tools.
- Confident communicator with good written and verbal skills.
- Ability to multitask and prioritise workload effectively.
- Experience coordinating events or managing diaries.

### **Desirable Knowledge, Experience and Skills**

- Experience in the education sector or supporting professional development programmes.
- Familiarity with GDPR and data protection best practices.