

## Maths Hub Administrator

**Full time, term time only plus inset days**  
**Monday to Friday (37 hours per week – 8am – 4pm)**  
**Fixed Term (Until July 2025) in the first instance**  
**Salary: £23,076 per annum, pro rata**  
**Actual Annual Salary: £19,846.58 (TPAT Point 6)**

CODE Maths Hub are seeking to appoint an administrator to provide effective administration for Maths Hub activity and act as an initial point of contact for schools. The role will also include working within the TPAT central admin team to support with school improvement and general administration.

For further information please contact Chris Gould [chrisgould@tpacademytrust.org](mailto:chrisgould@tpacademytrust.org)

**Application packs** can be downloaded from <http://www.tpacademytrust.org/>

**Closing Date: Midnight Sunday 10<sup>th</sup> November 2024**

Interviews to be held: TBC

**Please return all applications to: [recruitment@tpacademytrust.org](mailto:recruitment@tpacademytrust.org)**

Truro and Penwith Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and employment checks, including enhanced DBS clearance and full reference checks with previous employers.