

JOB DESCRIPTION

Job Title:	CODE Maths Hub Administrator
Salary:	TPAT Point 6
Hours:	37 hours a week, 39 working weeks (term-time only) Monday to Friday 8am – 4pm with half an hour unpaid lunch break
Base:	Academy House, Truro Business Park, Threemilestone, Truro (some hybrid working by arrangement)
Responsible to:	Maths Hub Lead/Director of Education/Administration Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> CEO, SLT, Trustees, Central team staff, Maths Hub Team, Headteachers, School Staff, Local Governing Board members <u>External:</u> Contractors, visitors

Main Purpose of Job:

- To provide administrative support to the Maths Hub and act as an initial point of contact for schools.
- To provide dedicated administrative support for School Improvement team (TPAT Central staff)

Main Duties and Responsibilities:

- To provide administrative support for the Maths Hub team, the School Improvement team.
- To answer the telephone and redirect calls and to take messages for the Maths Hub and TPAT as required.
- To provide administrative support for any recruitment processes.
- To manage the diaries of the Maths Hub team in relation to Maths Hub.
- To implement processes and procedures to ensure an efficient and transparent Maths Hub.
- To capture essential contact details for all board members and create relevant files.
- To arrange appropriate venues and meeting facilities along with the necessary IT equipment and sundries.
- To compile and issue relevant work group materials, ensuring delivery at the correct location as and when is necessary.
- To issue reminders to attending Work Group participants prior to WG session facilitating any dietary requirements.
- To collate all relevant data including attendance data as and when is required from Maths Hub team such as WG plans.

- Create official sign in sheets for data and capture and traceability of participants.
- Enter data into 'In-house' Hub Databases.
- Updating all systems in place and housekeeping of raw data including data cleansing.
- Using external communication tools (X, Websites and newsletters) to promote the Maths Hub.
- To assist with the creation of newsletters and circulation.
- TO support the Maths Hub Lead and Joint Project Managers in maintaining relationships with local partners via promotion of their WG's via email and marketing materials.
- To implement an efficient process for receiving and approving invoices whilst monitoring payments against budget by project including procurement of marketing materials and travel expenses.
- To collate relevant information as and when necessary, regarding school grants.
- To support with completing audits.
- To process Maths Hub Network claims.
- To collate and add new supplier details.
- To maintain an up-to-date participant data on MHPod.
- To participate in and attend national MHC forums and online community.
- To provide information to NCETM/DFE as required.
- To provide administration support for the School Improvement team.
- To compose original letters and documents as required and support the School Improvement Team with administrative and clerical tasks.
- To undertake clerical tasks such as photocopying, collating meeting papers, postal duties and making refreshments as necessary in support of either MathsHub or wider School Improvement Team
- To maintain confidentiality of information acquired in the course of undertaking duties.
- To undertake other duties appropriate to the salary of the post as required.

General/Other:

- To act as a trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times;
- To be aware of and adhere to all trust policies and procedures;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.