

Job Description

Job Title: Maths Hub Administration Assistant

Location: Maths Hub, 5 Surrey Street, Norwich. NR1 3NX

Job title	Maths Hub Administration Assistant (Fixed term until 31st August 2027)
Salary Scale	Scale D
Hours of Work	Part time – 22.5 hours per week
Weeks Worked	39 weeks
Responsible to	Maths Hub Support Lead
Location	Maths Hub, 5 Surrey Street, Norwich. NR1 3NX

Main purpose of the role

- To provide administrative and clerical support services to a high standard, supporting management, other office staff, teachers, students and parents in an efficient, positive, professional and effective manner.
- To work within a team, leading on specific areas of responsibility as directed by the Maths Hub Support Lead.
- To provide flexibility to enable the Maths Hub to run effectively and efficiently.

Organisational relationships

- Responsible to the Maths Hub Support Lead
- Direct liaison with a range of stakeholders including Maths Hub Leads, teachers, visitors, governors and other Inspiration Trust staff.

Principal accountabilities and responsibilities

Core Duties	<ul style="list-style-type: none"> • To undertake general administrative tasks such as photocopying, laminating, filing, scanning, word processing/typing, mail merge, computing and information/data services, ensuring functions efficiently meet the needs of the Hub. • To offer a professional and courteous service to all stakeholders, ensuring all visitors are made to feel welcome and provide hospitality as required. • Supporting Maths Hub Leads as required within the scope of an admin role. • To support the online delivery of CPD and Outreach sessions, including setup of meetings, breakout rooms and attendance. • To provide administrative support to the Maths Outreach Lead and the Central Maths Team when required. • To prepare outgoing post and take it to the Post Office, as required. • To check and distribute orders as appropriate and assist with ordering/storage of supplies. • To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Maths Hub Support Lead and Leadership Team.
Organisation	<ul style="list-style-type: none"> • To proactively support the planning, organising and hosting of events, and providing general assistance with general correspondence and invitations. • To assist with data and the inputting of information as required.

Communication	<ul style="list-style-type: none"> • To assist with the preparation and distribution of communications. • To respond promptly to any telephone or other messages, and to deal with as appropriate, assisting with any routine queries.
Finance	<ul style="list-style-type: none"> • To support finance administration as required, including but not limited to courses and events.
Recording data	<ul style="list-style-type: none"> • To assist with the preparation of forms, maintenance of records/registers.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills/GCSE (or equivalent) Maths and English 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent
Experience	<ul style="list-style-type: none"> • General or administrative experience • Fully competent at using ICT • Confident in use of Google suite and/or Office 365 	<ul style="list-style-type: none"> • Experience of working in an education environment
Skills, Knowledge	<ul style="list-style-type: none"> • Ability to work on own initiative • Positive can-do attitude • Able to build good working relationships with stakeholders • Confident in prioritising day to day workload 	

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Signature

Date

Name