



JOB DESCRIPTION

Job Title:	CODE Maths Hub Administrator
Salary:	TPAT Point 6
Responsible to:	Maths Hub Lead/Financial Operations Manager
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External:	Maths Hub Team, TPAT Professional Services Team, Senior Leadership Team, Headteachers, School Staff, Students, Parents & Carers, Governance Team, Suppliers and External Professional Bodies

Main Purpose of the Job:

- To provide administrative support to the Maths Hub and act as an initial point of contact for schools.

Main Duties and Responsibilities:

- To provide administrative support for the Maths Hub 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 Strategic 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 the event, facilitating any dietary requirements.
- To collate all relevant data including attendance data as and when is required from Maths Hub team.
- 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.
- To assist with the creation of newsletters and circulation.
- To support the Maths Hub Lead and Project Manager/Financial Operations Manager in maintaining relationships with local partners via promotion of their Work Group's via email and marketing materials.
- To assist with the preparation of Financial Agreements for CODE Maths Hub Work Group Leads and Programme participants.
- To maintain an efficient process for receiving and approving invoices.
- To support with completing audits.
- To collate and add new supplier details.
- To maintain up-to-date participant data on MHPod (NCETM database).
- To participate in and attend national Maths Hub Operational forums and online community.
- To provide information to NCETM/DFE as required.

- To undertake clerical tasks such as photocopying, collating meeting papers, postal duties and making refreshments as necessary in support of Maths Hub.
- 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 Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – Maths Hub Administrator

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	GCSE's or equivalent to include Maths & English at a C grade or above. NVQ in business administration or equivalent experience.	Admin or IT related qualifications at level 3. Typing and word processing certificates.	Application Certificates
Skills and Experience	Good standard of practical knowledge, skills and experience of working in an office environment. A practical working knowledge of IT applications, inclusive of Word, Excel and PowerPoint. Excellent customer service and communication skills. Excellent oral and written communication skills including ability to write reports. Ability to relate well to young people and adults. Good listening skills. ICT skills appropriate to the role. Effective time management. Effective and efficient organisation and administrative skills. Committed to continual personal and professional development.	Experience of working with children, young people, parents and families in a school or similar environment. Working with professionals from other agencies.	Application Interview Assessment
Specialist Knowledge and Skills	Knowledge and practical application of Microsoft packages. Good typing and word processing skills. Strong organisational skills. High level of accuracy and attention to detail.	Minute taking skills. Shows a commitment to school improvement.	Application Interview Assessment

	<p>Discreet at all times.</p> <p>Effective communication with all stakeholders including staff and external agencies.</p> <p>Willing to work within organisational procedures, processes and to meet required standards for the role.</p> <p>Be resilient and demonstrate an ability to work well under pressure.</p> <p>Able to adopt a flexible working practice.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities.</p>		
<p>Behaviours and Values</p>	<p>Drive and determination.</p> <p>Self-motivated and able to work constructively as part of a team.</p> <p>A 'can do' & flexible approach with ability to adapt to changing priorities.</p> <p>Proactive, self-motivated and enthusiastic.</p> <p>Trust and integrity.</p> <p>Enthusiastic, hardworking and committed.</p> <p>Able to adapt approach to suit circumstances and audience.</p> <p>A desire to facilitate achievement.</p> <p>Ability to work to deadlines and methodical approach to work.</p> <p>Energy and enthusiasm.</p>		<p>Application Interview Assessment</p>