

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 administration, general administration and reception duties.

For further information please contact Chris Gould chrisgould@tpacademytrust.org

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

Closing Date: Midnight 18th July 2024

Interviews to be held w/c 22nd July 2024

Please return all applications to: 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.