

NW3 Maths Hub - Operational management group (functions) – 2025/2026

Vacancy 2025/2026 Operations Manager	Operations Administrator
<p>Coordination of all plans, reports, and data management required within the programme, including:</p> <ul style="list-style-type: none"> • reviewing programme timelines and planning to ensure deadlines are met • ensuring all plans and reports are collected from MHLM Team members and LLME as required • ensuring all data submission and validation work is completed as required • scheduling MHLM Team meetings • scheduling Strategic Board meetings and producing associated documents • arranging the development of, and managing, the Maths Hub website • liaising with the DfE as required, including regarding external audit requirements. <p>Leading and managing finances and service level agreements, in line with guidelines outlined in the Financial Management Briefing, including:</p> <ul style="list-style-type: none"> • monitoring financial plans and expenditure • working closely with internal finance team to budget and ensure accurate accounting of the Maths Hub finances • co-ordinating the production and communication of all service level/financial agreements for LLME and participant schools • co-ordinating and monitoring process for payments 	<p>Managing internal communications (with the leadership group, LLME, and hub activity participants) and all associated administration, including:</p> <ul style="list-style-type: none"> • booking venues and securing best value • setting up and supporting online workshops • managing communication with Maths Hub activity participants • setting up and managing online communities (e.g. Basecamp) ensuring feedback and attendance data is collected and processed <p>Leading and managing a communication strategy, and effective external communication processes, including:</p> <ul style="list-style-type: none"> • managing the process for recruiting schools and teachers to hub activity, including LLME development programmes • overseeing the schedule of appropriate meetings, events or networks to enable schools to engage easily with the hub • planning and managing all marketing and social media content including set up of new Social Media accounts on LinkedIn and Instagram. • reviewing the effectiveness of the overall communication strategy and adapting as appropriate.

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| <ul style="list-style-type: none"> managing the travel claims processes for Maths Hub activity. chasing outstanding payments for paid activities such as Conferences managing and processing purchases on Central Credit card reconciling credit card and cross charging for appropriate cost centres | |
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Working in partnership with other Maths Hubs, the NCETM, and the DfE, including:

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| <ul style="list-style-type: none"> participating in national forums and the online community working with other Maths Hubs operational management teams, both regionally and nationally, to provide mutual support and challenge working with NCETM team members, especially NCETM System Leadership, Operations, and Communications Teams, to strengthen the overall impact of the Maths Hubs Network |
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