



**BOSCO**

CATHOLIC EDUCATION TRUST

**Known &  
Loved**



# Maths Hub Project Manager

CANDIDATE PACK



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# WELCOME

Thank you for your interest in the post of Maths Hub Project Manager.

The core purpose of the Maths Hub is to help schools and colleges lead improvement in mathematics education in England. They seek to harness all the maths leadership and expertise within an area, to develop and spread excellent practice, for the benefit of all pupil and students. Each Maths Hub is a partnership, led locally by an outstanding school or college. The Sussex Maths Hub is led by Bosco Catholic Education Trust operating in hundreds of schools in Sussex: primary schools, secondary schools and post 16 colleges.

With offices located in the **outstanding** secondary school, St Paul's Catholic College in Burgess Hill, our catchment covers three local authority areas: West Sussex, Brighton and Hove, and East Sussex, but we work sub-regionally with a strategic vision to support the county region of Sussex more broadly.

Maths Hubs are part of the wider development of school led-system leadership in England. The operational team are responsible for the smooth running of the Maths Hub's programmes and for the liaison with stakeholders including the NCETM and the Department for Education. The Project Manager will be responsible for the management and oversight of the wider team, including the project coordinator, marketing and finance personnel assigned to the Maths Hub.

We are looking for someone with the ability to manage and process large volumes of information, who also has the ability to communicate effectively with a range of stakeholders and with the Maths Hub Leadership and Management Team. This role also involves working closely with the NCETM and ensuring timely reporting and data submissions

David Carter  
CEO, Bosco CET





# WHO WE ARE

## A DIOCESAN TRUST FOR CATHOLIC SCHOOLS ACROSS SUSSEX

Working across three local authorities, the Bosco Catholic Education Trust was formed in April 2017 to serve all 34 schools across West Sussex, East Sussex and Brighton & Hove.

There are currently 10 schools (2 Secondary and 8 Primary) within the Trust, all judged as Good or Outstanding. There are a further 10 schools in the process of joining in the next 2 years. This is an exciting time to be at the heart of the Trust and the impact of the work you undertake will be profound.

The Trust exists to serve the schools – not the other way around!

We feel fortunate to work with such a great group of Headteachers who, without exception, are very positive about collaboration and working within the Trust family of schools. We also have a strong Board of Trustees and enjoy a very good relationship with the Diocese.

If you already work in a Catholic school, then you will know they are very special places to work. Our faith is central to all we do. If you have never worked in a Catholic school, please don't be put off! An appreciation of the faith life of the Trust is important, but all are welcome. You'll soon feel very much part of the family! To find out more about our Trust and each school community, please do go to our website: <https://www.boscocet.org.uk>



# DON BOSCO

*"It is not enough to love the young, they must know they are loved."* St John Bosco, 1815-1888

St John Bosco founded the Salesian Order in the 19<sup>th</sup> Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them.

Don Bosco spoke about the need for children to be **'known and loved'**. The diocesan schools of Sussex chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 34 schools: 28 primary and 6 secondary.

As Maths Hub Project Manager, you'll play an important role in helping to shape the vision and direction of the Trust, knowing that as a central team, we are here to serve, not to be served. We are here to enable others and facilitate their success; doing whatever it takes to ensure that children get the very best possible deal from their education in any one of our Catholic schools.





# OUR VALUES

## THESE ARE OUR NON-NEGOTIABLES

Everyone who works within the Bosco Catholic Education signs up to these values; they are central to all we do and say. Our Trust is a Christ-centred family of Catholic schools, working together as one body to provide an outstanding education for all.

### FAITH

Everything we do is rooted in Faith and lived out through Gospel values

### HOPE

We are optimistic about the future and see the God-given potential in every individual. We never give up.

### LOVE

We treat every person with loving kindness and always seek reconciliation when things go wrong.

### SERVICE

We accept the mantle of leadership and recognise that our mission is to serve one another with humility.

### INTEGRITY

We work hard for the greater good, strive for justice and always try to do the right thing.

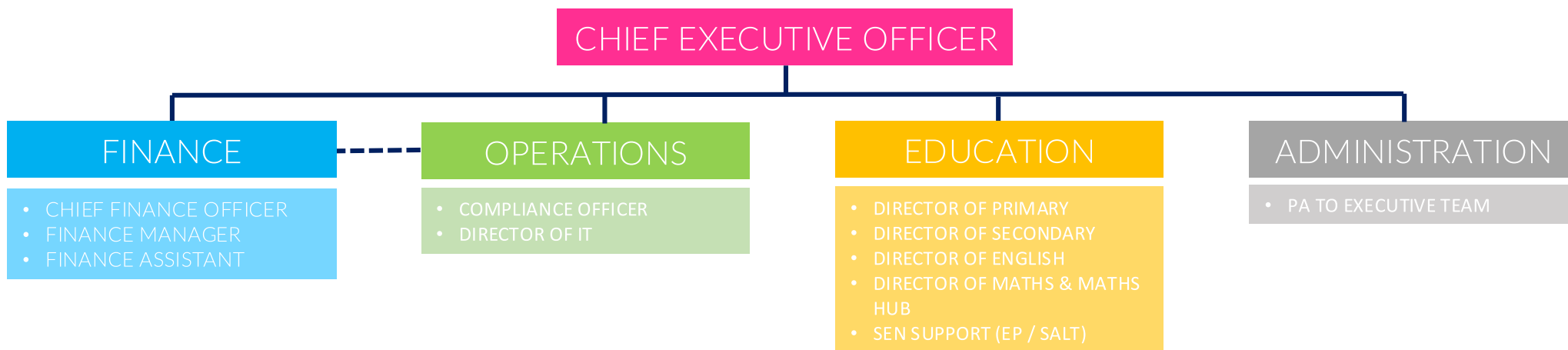
### EXCELLENCE

We are committed to challenging ourselves to offer first-class provision in all that we do.





# CENTRAL TEAM STRUCTURE



# JOB DESCRIPTION

## POST TITLE: MATHS HUB PROJECT MANAGER

Part time hours, 0.8 FTE, 29.6 hours per week, term time plus 2 weeks

Flexible and/or hybrid working considered

Fixed term 1-year contract

Salary: Grade 8, £30,296 FTE

## OVERALL PURPOSE OF THE POST

The post holder will be responsible for the co-ordination and administration of the Sussex Maths Hub.

## MAIN DUTIES

- ✓ *Leading the operational management team.*
- ✓ *Oversight and management of the operational management functions and the development and review of efficient processes and systems.*
- ✓ *Accountability for the successful delivery of operational management functions.*
  - ✓ *Working collaboratively and strategically with the Maths Hub Leadership & Management Team, especially the Maths Hub Lead and Senior Leadership Link.*
- ✓ *Line management of Maths Hub project management and administrative team*
  - ✓ *Working collaboratively with colleagues with the same role in other Maths Hubs, including regionally, and with the Regional Lead from the National Centre for Excellence in Teaching Mathematics (The NCETM).*





# JOB DESCRIPTION

## MAIN DUTIES

- ✓ *Responsibility for maintaining accurate budgets on access, reporting on finances including the development and implementation of financial procedures.*
- ✓ *Responsibility for month end and year end processes*
  - ✓ *Preparation of accounts for annual audit*
  - ✓ *Preparation of annex G for DfE submission*
- ✓ *Responsibility for overseeing the delivery of effective stakeholder communications by the operational management team.*
  - ✓ *Oversee the recruitment to Work Groups.*
- ✓ *Responsibility for the communications strategy and managing the marketing of all Maths Hubs events.*
- ✓ *Organise and contribute at Strategic Board & Maths Hub Leadership and Management Team meetings.*
- ✓ *Attendance at National Maths Hub Project Managers Network (usually Birmingham) with a possible overnight stay*
  - ✓ *Managing finances and service level agreements.*
  - ✓ *Communicate project status/Work Group progress.*
- ✓ *Managing internal communications (with the leadership group, LLME, and hub activity participants) and external communication processes (with schools and stakeholders).*
  - ✓ *Coordination of all plans, reports and data collection required within the programme.*
- ✓ *Overseeing the administration of events, workshops, and meetings*
- ✓ *Support management with other appropriate activities when required..*





# JOB DESCRIPTION

## TERMS OF EMPLOYMENT

All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a signed Code of Conduct, evidence of relevant qualifications and successful completion of a 6-month probation period.



# PERSON SPECIFICATION



MATHS HUB PROJECT MANAGER	Essential	Desirable
<b>General Qualifications &amp; Training</b>		
Maths GCSE A* - C (or equivalent)	✓	
English GCSE A* - C (or equivalent)	✓	
AAT Full or Part-Qualified (or equivalent)		✓
<b>Experience</b>		
Knowledge and understanding of effective financial procedures and controls	✓	
Knowledge of up-to-date financial legislation and standards	✓	
Experience of working in a customer facing environment	✓	
Experience of handling cash – working in a position of trust	✓	
Experience of using Microsoft Office including Excel, Word, PowerPoint and Outlook	✓	
Experience of using bespoke / purpose-built finance systems such as Access		✓
<b>Skills and Knowledge</b>		
Excellent attention to detail	✓	
Able to review own work for accuracy	✓	
Ability to effectively manage a team of colleagues and associated HR processes	✓	
Ability to be a team player and work towards aims of the department and wider Trust-team	✓	
Ability to prioritise own workload and work to strict deadlines	✓	
Ability to be thorough with all working practices	✓	
Ability to work independently, using initiative to solve problems and manage queries	✓	

# PERSON SPECIFICATION



FINANCE ASSISTANT	Essential	Desirable
<b>Attitude and Personal Qualities</b>		
Ability to build sound relationships with customers to improve customer service and work in a team	✓	
Excellent time management skills and ability to work under pressure to tight deadlines in the context of conflicting priorities and working on own initiative	✓	
Ability to multi-task, work under pressure and organise the work of self and others to meet deadlines.	✓	
A proactive approach and ability to initiate change	✓	
Excellent interpersonal skills and ability to establish and maintain excellent working relationships with others	✓	
Excellent communication and presentational skills	✓	
An enthusiastic and flexible approach to working routines and practices	✓	
Patience and ability to remain calm	✓	
Suitability to work with children	✓	
Commitment to uphold the Catholic Ethos of the Trust	✓	
Commitment to equality of opportunity and anti-discriminatory practice	✓	
Sensitivity to community issues	✓	
Empathy with children and young people and the provision of a quality service for young people	✓	
<b>Other Requirements</b>		
Full driving licence and own transport, with willingness to attend different regional school sites		✓
<b>Bo스코 CET is an equal opportunity employer and is committed to the safeguarding and protection of children and individuals.</b>		
Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at <a href="http://www.disclosure.gov.uk">www.disclosure.gov.uk</a> ). In line with KCSIE, social media checks will be undertaken. Satisfactory occupational health surveillance.	✓	





# HOW TO APPLY

Please complete the application form with a supporting letter (maximum 2 sides of A4) addressing the following points to Alice Mackay at [amackay@boscocet.org.uk](mailto:amackay@boscocet.org.uk)

- Why you would like to be our next Maths Hub Project Manager.
- How your skills, experience and prior impact make you a good candidate.
- What you would bring to our Team and the Trust.

**Closing date:** 12pm 7<sup>th</sup> October 2024

**Shortlisting:** Wednesday 9<sup>th</sup> October 2024

**Interviews:** Wednesday 23<sup>rd</sup> October 2024

If you would like to discuss your application or visit us prior to applying, please contact Rebecca Turvill, Maths Hub Director on [rturvill@boscocet.org.uk](mailto:rturvill@boscocet.org.uk) or 01444 221 770.