

Job Description

Job Title: Maths Hub Support Lead

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

Job title	Maths Hub Support Lead
Salary Scale	Scale G
Hours of Work	Full time – 37 hours per week
Weeks Worked	42 weeks
Responsible to	Maths Team Support Lead
Location	Maths Hub, 5 Surrey Street, Norwich. NR1 3NX

Main purpose of the role

- To support the operational management of the Angles Maths Hub and provide support to the Leadership team, the Mastery Specialists and Work Group Leads.

Organisational relationships

- Responsible to the Maths Team Support Lead

Principal accountabilities and responsibilities

Core Duties	<ul style="list-style-type: none"> • Liaise with the Maths Team Support lead on a regular basis to determine work and direction • Undertake tasks as required and directed by the Maths Support Team Lead • Organise and facilitate events related to the Maths Hub including supporting online and face to face Work Groups • Ensure deadlines are met and all paperwork is completed and submitted on time • Ensure all work carried out is in line with the schools' policies and the Maths Hub remit • Create a Work Group overview and timeline to fulfil all requirements for the NCETM • To contribute to maintaining an accurate and up to date events calendar. • Assist the Maths Hub team with the delivery of Maths Hub events as required • Provide a secretarial support to the Angles Maths Hub team leaders • Document and follow up on important actions and decisions from meetings • Use the full range of the Microsoft package to provide administrative support for the Angles Maths Hub in line with H & E policies • Organise, attend and participate in stakeholder meetings • Liaise with staff and other stakeholders on behalf of the Angles Maths Hub team • Greet and provide assistance for the Angles Maths Hub visitors • Where required to assist with other non-teaching support services including the Maths Outreach.
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	<ul style="list-style-type: none"> To undertake any other duties of a support nature and any other duties that are within the scope of the post as determined by the Director of Maths
Organisation	<ul style="list-style-type: none"> Line manage the Maths Hub administrative assistant, including performance management. Manage the Angles Maths Hub diary pro-actively Ensure all venues are located and booked Allocate support to Work Group Leads for events Attend NCETM/Admin forums keeping up to date with all recent developments Map engagement and ensure that all Maths Hub activity is mapped accurately Assist in the recruitment of new specialist and other Maths Hub posts as appropriate including arrangement of HR materials, interview questions etc. Service meetings at the Angles Maths Hub Leaders' request: including production of agendas/preparation of papers/distribution/minuting To proactively support the planning, organising and hosting of Maths Hub events such as Work Groups, LLME events and recruitment sessions providing general assistance with general correspondence and invitations. Ensure all work carried out is in line with the schools' policies and the Angles Maths Hub remit Work with other local Maths Hubs support management teams to promote clear support across the region Work with NCETM team members, especially Points of Contact and the NCETM Operations Team
Communications	<ul style="list-style-type: none"> Update website content as appropriate, updating course information and diaries where needed Update Maths Hub social media and basecamps Manage e-mail communication in respect of the Angles Maths Hub Draft all correspondence required on behalf of the Angles Maths Hub team leaders To assist with the preparation and distribution of communications to schools/teachers including the newsletter. 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"> Work closely with the Maths Support Team Lead to ensure accurate accounting for the Maths Hub Ensure that clear finance arrangements are in place so that each individual Work Group activity is accounted for and this is monitored in a timely manner Prepare and monitor service level agreements for the Maths hub Leadership team and LLME members in line with the models created by the Maths Team Support lead and Maths Hub Leadership Team Manage and coordinate all local and national travel claims Arrange and book transport and hotels for national training as required To support the administration of Maths Hub finance
Recording Data	<ul style="list-style-type: none"> To assist with recruitment data Ensure all data is entered and checked on MHpod

	<ul style="list-style-type: none"> • Ensure that all Reporting Deadlines are met and follow up actions completed • To assist with the preparation of forms, maintenance of records/registers, including Work Group events and team events • To support the Maths Hub with the tracking of attendance. • Ensure all filing is carried out in a timely and efficient manner • Ensure GDPR requirements are met
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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 • Secretarial training, including RSA Typing Stage 3 or RSA OCR/RSA examinations at Level 3 in Word Processing and Text Production or equivalent are desirable but not essential
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 line management including performance management
Skills, Knowledge	<ul style="list-style-type: none"> • A high level of spoken and written English • Excellent administration and organisational skills including diary management • The ability to communicate at all levels, in a professional manner, over the telephone and face to face • The ability to work unsupervised, using initiative, to prioritise, multi-task and be flexible • The ability to work calmly under pressure, and with a ‘can-do’ approach • Ability to work to tight deadlines • A strong attention to detail • A smart, professional appearance • A high degree of computer literacy including the ability to use all Microsoft software (eg Excel / Word / PowerPoint) • Discretion, tact, sensitivity and diplomacy 	<ul style="list-style-type: none"> • An understanding of the education context • Proof-reading skills

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Signature

Date

Name