

Job Description

Job Title: Maths Outreach Coordinator

Location: 5 Surrey Street, Norwich. NR1 3NX

Job title	Maths Outreach Coordinator
Salary Scale	Scale F
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 East Maths Community and Outreach Teams and provide support to the Leadership team, the Advocate Schools and University of East Anglia

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 Outreach and East Maths Community including supporting online and face to face events • 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 Outreach remit • Create an Outreach overview and timeline to fulfil all requirements for the Maths Excellence Fund • To contribute to maintaining an accurate and up to date events calendar. • Assist the Outreach team with the delivery of Outreach events as required • 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 East Maths Community and Maths Outreach Team in line with H & E policies • Organise, attend and participate in stakeholder meetings • Liaise with staff and other stakeholders on behalf of the Maths Outreach team • Greet and provide assistance for the Maths Outreach visitors • Where required to assist with other non-teaching support services including the Maths Hub.
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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 Outreach administrative assistant, including performance management. Manage the Maths Outreach diary pro-actively Ensure all venues are located and booked Map engagement and ensure that all Maths Outreach activity is mapped accurately Service meetings at the East Maths Community Leaders' request: including production of agendas/preparation of papers/distribution/minuting To proactively support the planning, organising and hosting of Maths Outreach events and East Maths Community, such as master classes and outreach sessions providing general assistance with general correspondence and invitations. Ensure all work carried out is in line with the schools' policies and the East Maths Community remit Work with the UEA Outreach support management teams to promote clear support across the region Attend Maths Excellence Fund meetings as required
Communication	<ul style="list-style-type: none"> Update website content as appropriate, updating programme information and diaries where needed Update Maths Outreach social media Manage e-mail communication in respect of Maths Outreach Draft all correspondence required on behalf of the Maths Outreach team leaders To assist with the preparation and distribution of communications to parents/students 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 financial record keeping for the Maths Outreach Team including East Maths Community finances Prepare and monitor service level agreements for the MEF programme in line with the models created by the Maths Team Support lead and Director of Maths Arrange and book transport and for events as required To support the administration of Maths Outreach finance
Recording Data	<ul style="list-style-type: none"> To assist with recruitment data and the inputting of information To assist with the preparation of forms, maintenance of records/registers, including student destinations and student absences. To support the East Maths Community with the tracking of attendance. Ensure all filing is carried out in a timely and efficient manner Ensure GDPR requirements are met

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
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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