



## JOB DESCRIPTION

### Operational Manager- East Midlands East Maths Hub

#### Salary and Hours

**Salary:** NJC Salary Scale Band A  
FTE - £32,076 - £36,648

**Hours:** **37 Hours** per week. All year round

**Daily Direction from:** **Maths Hub Lead**

**Responsible for:** **The Operational Support Team**

**Note:** **The Maths Hub Operational Team are managed overall by the Maths Hub Lead and School Business Manager**

#### Purpose

- Reporting to the Maths Hub Lead, the function of the Operational Manager is to provide leadership, management and operational support to the Operational team, the Maths Hub Leadership and Management team, Local Leaders of Maths Education and hub activity participants, and to develop and manage effective and efficient processes and systems to support the smooth running of maths hub activities.
- As part of the role you will be required to work with the Maths Hub Leadership and Management team to support the vision of the Hub:  
"East Midlands East Maths Hub is an approachable, inclusive and supportive community which provides a research informed approach to mathematics education across all phases. Through working collaboratively: regionally, nationally and internationally we aim to share our expertise to challenge, improve, sustain and inspire the teaching of mathematics across the region; increasing pupil participation, outcomes and engagement with mathematics."

#### Specific duties and responsibilities

##### Leadership and Management

- strategic development of the Operational Support team including deciding required roles, leading and managing allocation the team, and allocation of specific tasks and accountabilities to ensure the smooth operation of the team;
- To support in the recruitment of Operational Team members and provide induction and development for Operational Team members;



- setting, monitoring, and reviewing performance management objectives for both team members and dealing with any performance issue arising;
- being responsible for ensuring team professional development needs are monitored on an annual basis and strategies put in place to ensure these needs are met.
- To plan and deliver regular team meetings and collaboration days building on the teams knowledge and expertise.
- Lead and manage the operational support for the Leadership team and the Local Leaders of Maths Education (approximately 50 people)

**Managing internal communications (with the leadership group, LLME, and hub activity participants) and external communication processes (with schools and stakeholders), including:**

- being responsible for hub compliance with Domain 5 of the Maths Hub Quality Framework - communication, engagement, and recruitment;
- being responsible for the development and update of the Hub Communication Policy on an annual basis, ensuring all aspects are implemented;
- making decisions about the strategic direction of both internal and external communication processes;
- designing and creating marketing materials to a commercial standard using an appropriate range of software applications (e.g. Canva) and ensuring internal communication channels are used efficiently (Bulletin, Calendar, Online communities, flyers etc);
- briefing the Maths Hub Leadership and Management team and where necessary Local Leaders of Maths Education on any relevant updates and /or central guidance;
- managing e-mail inboxes;
- managing communication with Maths Hub activity participants;
- setting up and managing online communities (e.g., Basecamp);
- designing, developing, and managing the Maths Hub website ensuring it is an up-to-date resource to include all relevant hub activity and booking procedures;
- managing the production of newsletters and social media content;
- Utilising external communication tools (e.g. X (Twitter), websites, newsletters) to promote the Maths Hub where required;
- ensuring appropriate promotional material and communication is shared with key external stakeholders for example Teaching School Hubs;
- Manage the implementation, development and usage of a CRM system;
- Use a CRM system effectively to manage communication and target recruitment.

**To manage all plans, reports and data collection required within the programme, to include:**

- reviewing programme timelines and planning to ensure deadlines are met being accountable for the timely collation of all plans, reports, RAG ratings etc from Maths Hub Leadership and Management Team members and Local Leaders of Maths Education as required;
- ensuring all NCETM data submission and data validation work is completed as required;
- ensuring appropriate data collection procedures and paperwork are managed and used consistently across the maths hub LLME community;
- being responsible for key math hub databases/spreadsheets being kept up to date in and accurately reporting key hub information and data sharing;
- supporting the Maths Hub Lead to evaluate work and share impact;
- maintaining up to date reach data and utilising the Insights tool on MHPod to collect data;
- To ensure quality assurance processes are followed;
- Contribute to the Annual Maths Hub Survey, Grant Agreement Compliance Report and annual reports;
- Lead and manage the collection of data for a CRM system.



## **Administration of events, workshops, and meetings, including:**

- Manage and lead the Operational Team to plan, host and evaluate events.
- booking venues, organising catering, liaising with catering staff, and securing best value;
- setting up and supporting online workshops and external events such as conferences, liaising with external agencies and personnel;
- ensuring feedback is collected and processed;
- scheduling Maths Hub Leadership and Management Team meetings;
- scheduling Strategic Board meetings, producing associated documents, and presenting to the Board when requested to do so;
- Leading on risk assessment for the maths hub, including H&S, safeguarding and Covid compliance and mitigation;
- Developing and communicating the Hub risk assessment policy, keeping up to date with any developments, and updating where appropriate.
- Manage the booking system for events.

## **Managing finances and service level agreements, including:**

- To support the Maths Hub Lead to appoint personnel to roles within the Maths Hub and manage the recruitment process.
- being responsible for the accurate recording and monitoring of Hub financial plans and expenditure;
- ensure accurate accounting of the Maths Hub finances and ensuring all deadlines are met along with DfE Grant Agreement compliance;
- co-ordinating the production and communication of all service level/financial agreements for MHLM team members, LLME and participant schools;
- co-ordinating and monitoring process for payments;
- managing the travel claims processes for Maths Hub activity;
- being responsible for accurate data recording and adjustments within the Maths Hubs Programme online database (MHPod);
- ensuring all financial transactions are recorded accurately on the internal finance system and payments are made in a timely manner;
- liaising closely with the Trust Finance Director and School Business Manager regarding financial matters and reporting.
- Manage the Maths Hub and NCETM calendar and diary.
- Manage key Maths Hub and NCETM meetings and dates including Maths Hub Leaders and Management meetings, Progress Check Ins, Lead School Reviews, Strategic Board Meetings etc.
- Attend all NCETM Keep in Touch (KIT) meetings.
- Manage, lead and complete the required information for key reporting periods to the NCETM and DfE.
- Lead the planning and coordination of Maths Hub events.

## **Supporting the recruitment of personnel to the Maths Hub Team, including:**

- leading and managing the advertising of roles via a range of communication channels;
- organising interviews and tasks and participating directly in recruitment process where appropriate;
- liaising with Trust HR for internal appointments when relevant.

## **Strategic Board and Partnerships**

- Attend all Strategic Board meetings;
- Report to Strategic Board as required;
- Schedule and communicate all board meetings in line with the terms of reference;
- Manage communication with Strategic Board Chair and board members;



- Manage/compile minutes from Strategic Board meetings;
- Prepare and compile Strategic Board papers including Hub Progress Reports;
- As part of the Maths Hub Leadership and Management team, update the Maths Hub directory and maintain relationships with local partners (including developing regular communications) and have oversight of working relationships with local partners.

## Working in partnership with other Maths Hubs, the NCETM, and the DfE, including:

- representing the Operational Team on a National Steering group to influence and inform best practice;
- participating in national forums and online community;
- attending and contributing to all Progress Review Meetings and Lead School Review meetings;
- working with other local Maths Hubs operational management teams to promote clear support across the region;
- working with NCETM team members, especially Regional Leads and the NCETM Operations Team;
- liaising with the DfE as required, including regarding external audit requirements.

## Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

## General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Member of Staff

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_