



PERSON SPECIFICATION

Maths Hub Operational Manager – East Midlands Maths Hub

A Person Specification defines the required qualifications, knowledge, skills, and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school’s aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

Attributes & Requirements

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • A minimum of 5 GCSEs (Grade A-C) or equivalent including English and Maths (D) 	
Experience and Skills	<ul style="list-style-type: none"> • Managing and leading the development of a team (W,I) • Experience of successfully line managing other staff (W) • Ability to manage and distribution of work efficiently and effectively within a team (W,I). • Effectively recording and analysing data (W,I) • Strategic Planning (W,I) • Marketing and recruitment (W,I) 	<ul style="list-style-type: none"> • Implementation and use of a CRM system (W,I) • Experience of directly supporting member/s of a senior leadership team (W) • Experience of using finance software to raise and settle invoices, and to track expenditure (W) • Experience of supporting recruitment processes (W)



	<ul style="list-style-type: none"> • Managing a calendar of events/deadlines and schedule timely meetings (W,I) • Experience of managing projects involving a range of stakeholders (W) • Managing finances (W,I) • Managing and coordinating events • Experience of maintaining, collating and presenting data (W) • Experience of organising and hosting events (W) • Experience of designing and creating marketing materials to high standard (W) • Experience & proven ability to use a variety of computer applications, in particular Microsoft Office (I) • Experience of uploading onto and maintaining websites (W) • Ability to communicate effectively both written and orally (W) (I) • Able to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure (I) • Ability to minute meetings (I) • Methodical approach to work tasks with key emphasis on accuracy and attention to detail (I) • Ability to prepare reports for use by leaders (I) • Recent, successful experience of administration work (W) • Understanding of safeguarding (I) • An understanding of the confidential nature of aspects of the role (I) 	<ul style="list-style-type: none"> • Experience using social media professionally (X – formerly known as Twitter, LinkedIn, Instagram) (W, I) • Experience of using design software such as Canva (W). • Knowledge and understanding of the Maths Hub. (W). • Experience using Maths Hub specific software/applications including MHPod, Knowledge Base, Axis and Basecamp. (W). • Touch typing (W). • Ability to minute meetings (W). •
<p>Professional Development</p>	<ul style="list-style-type: none"> • Evidence of a commitment to continuing professional development (W) • Willingness to actively participate in professional learning (I) 	<ul style="list-style-type: none"> • Evidence of professional development relating to the role (W)
<p>Other Conditions</p>	<ul style="list-style-type: none"> • Able to fulfil all aspects of the job description (I) 	



	<ul style="list-style-type: none"> • Set a good example of professional standards and abide by our Code of Conduct (I) • Must satisfy relevant pre-employment checks (D) • This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check (D) 	
<p>Equal Opportunities & Safeguarding</p>	<ul style="list-style-type: none"> • Commitment to equal opportunities (I) • Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct (I) • Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice (I) 	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are ‘Essential’ and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.

June 2024