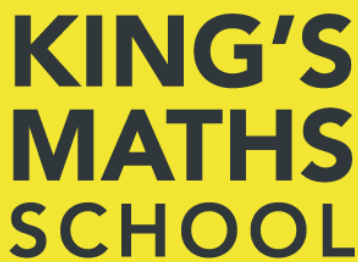


The logo for King's College London, featuring the text 'KING'S College LONDON' in white serif font on a red background. 'KING'S' is in a large, bold font, 'College' is in a smaller, italicized font, and 'LONDON' is in a large, bold font. There are two horizontal lines below 'LONDON'.The logo for King's Maths School, featuring the text 'KING'S MATHS SCHOOL' in bold black sans-serif font on a yellow background. There are horizontal lines above and below the text.

Outreach & Student Administrator

King's College London Mathematics School

- Salary £24,856– £26,905 full-time equivalent depending on experience and qualifications
- Part-time or full-time (0.8-1.0 FTE)
- Permanent
- Start date: as soon as possible

Job pack contents:

- Application procedure
- Information about King's College London Mathematics School, and the post
- Job description
- Person specification

Thank you for your interest in King's College London Mathematics School!

Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on [our website](#).

Applications should be made electronically in Word or PDF format by email to KCLMSvacancies@kcl.ac.uk

Enquiries may be made to Laura Nicholas, Data, Outreach and Exams Officer, at Laura.Nicholas@kcl.ac.uk

Closing date: **08:00 on Monday 27 March 2023** although we will be interviewing as suitable applications are received and the post may close early.

Date for interviews: **Week commencing 3 April 2023, or earlier for applicants who apply before the closing date.**

King's College London Mathematics School (KCLMS)

<https://www.kingsmathsschool.com/>

King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best institutions. The state-funded school was opened in September 2014 by King's College London, and since then its students have consistently achieved unparalleled attainment and progress through A Level results that have established the school as the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK. The school was recently awarded State Sixth Form School of the Decade by The Sunday Times.

The curriculum

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle. The school's educational ethos involves supporting students' future fulfilment by enabling confident self-expression both within and without our curriculum.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including the STEP (Sixth Term Examination Paper, set by the University of Cambridge). They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

The link to King's College London

King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2020*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. Strategic oversight is provided by the university through the school's governance structures, and academics from the faculty of Natural, Mathematical and Engineering Sciences interact with KCLMS students by teaching extension programmes and mentoring groups of students working on extended research projects.

Site and Size

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from King's College London's Waterloo campus. The school has 150 students split between year 12 and year 13.

Admissions Policy

KCLMS operates a selective admissions process. The key entry requirements are:

- At least seven GCSEs at grade 5-9, including: Mathematics (grade 8 or better), Physics or dual award science (grade 7 or better), and English Language (grade 5-9);
- A threshold score in a mathematical entry test set by KCLMS;
- A successful interview in which the school will further assess applicants' ability to benefit from the experience of attending a specialist mathematics school.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

Outreach

KCLMS aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more challenging backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels.

Outreach & Student Administrator

The school is seeking an enthusiastic and capable individual to undertake this role to support our extended outreach offer. You can read more about the school's outreach activities [on our website](#).

The Outreach & Student Administrator is line managed by the Data, Outreach and Exams Officer, and is also responsible to the Administration Manager for the student administrator part of the role. They will:

- Work closely with the Outreach team to support them with communications with other schools and external students about Outreach programmes, and with organisation and administration for those programmes.
- Staff the student reception, ensure students are registered twice a day and follow up on absences, answer student queries, support teaching staff in the main school building, keep the building tidy, be proactive in identifying and reporting any maintenance required, and other general administrative tasks.

The division of time will be as follows:

- Outreach administration: 40%
- Student reception / other administrative support: 60%

Working hours for a full-time employee are 40 hours per week, with exact hours to be agreed with the successful applicant to ensure that student reception is staffed between 08:30-16:30 daily, and until 19:00 on Mondays and Thursdays during term time to be there for students attending the outreach programmes. Staffing student reception is shared with another member of staff, so we would not require you to start early and end late on the same day.

If you wish to apply for the role on a part time basis, minimum 0.8FTE (4 days per week), the outreach administration part of the role would remain at the equivalent of 2 days per week with the amount of time spent on student administration decreasing. You would need to be able to work until 19:00 on Mondays and Thursdays; other hours would be negotiable around your own preferences and the needs of the school.

This post is an exciting opportunity for an individual who enjoys multi-tasking and working across a wide range of functions, who wants to make a difference to the lives of talented young mathematical scientists from diverse backgrounds. The successful applicant should have excellent organisational and time-management skills and the ability to prioritise their workload to ensure that deadlines are met, as well as to work autonomously and take initiative. Excellent communication and interpersonal skills are also essential requirements.

Why work for King's Maths School?

At King's Maths School we are proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Benefits include:

- Being part of a small, knowledgeable and fun team.
- Better than industry standard family leave benefits, including for adoption and surrogacy.
- A cycle to work scheme (we have staff changing and shower facilities on site), educational discount at the Apple Store, access to King's College London's research, learning and prayer facilities, and subsidised KCL gym use.
- Opportunities to attend a range of cultural events for free as part of our cultural programme, including theatre shows, orchestra performances, sporting events, art galleries and museums.
- A progressive staff wellbeing policy that includes access to an in-school counsellor.
- 24.2% employer pension contributions to the local government pension scheme, subject to contributions by the employee on a tiered scale.
- A bean to cup coffee machine – we know the importance of good coffee!

Job description

Post title	Outreach & Student Administrator
Responsible to	Data, Outreach and Exams Officer

Role outline

To lead on student administration, staffing the student reception, ensuring the quality of registration data and responding to queries.

To work as a key member of the Outreach team, acting as the contact point to participants and schools involved, and supporting the effective operation of all outreach activity.

To assist with other administrative tasks required for the smooth running of the school.

Responsibilities

Outreach

- Provide administrative support for all aspects of KCLMS outreach activities, including contact with participants and schools, staffing reception for in-person outreach activities, keeping reception and outreach areas tidy, maintaining the outreach snack and stationery stock, marketing and advertising outreach programmes, logistical arrangements (room bookings, catering etc), payment to teachers or ambassadors employed temporarily, monitoring of budgets and support for producing teaching materials.
- Support the design, collection and analysis of programme evaluation data, measuring the performance and impact of all outreach activities.
- Welcome external students attending outreach programmes to the school.
- Different working hours on outreach days (10:30 to 19:00).

Student administrator

- Staff the student reception. Answer queries from students and staff.
- Ensure all students are registered twice a day and follow up promptly to verify there is a reason for any absences. Note in iSAMS (the school's management information system) any students who are late.
- Receive and process student administrative forms including planned absence forms.
- Monitor the condition of the building, fixtures and fittings, and report any maintenance needs.
- Maintain stocks of stationery and other consumables, ordering items when required; distribute these to students/staff.
- Keep the building tidy and storage areas well-organised.
- Assist with preparations for ad hoc events such as school trips, parent/carer evenings.
- Ensure good communication with the School Administrator who will provide cover on student reception.

Broader responsibilities

- Contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for all students and prioritise at all times their safety and well-being by following the Welfare & Safeguarding policies.
- Demonstrate a commitment to the mission and vision of the school, including our aim to provide opportunities to all regardless of background.

- Attend staff training days and demonstrate a personal commitment to be fully up to date with role specific training.
- Comply with all school policies.
- Maintain confidentiality of staff and student/family information.
- Demonstrate a commitment to equal opportunities, and to the promotion of safeguarding and welfare of students and staff at the school.
- Undertake such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the school.
- Cover for other support team members from time to time to ensure the smooth running of the school.

Person specification

Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview R References
Education/qualification and training			
GCSE English and Mathematics or equivalent qualifications	X		AP
A good standard of general education (A-level or equivalent qualifications)	X		AP
Experience			
Experience of handling a range of tasks including unexpected activities and prioritising these effectively	X		AP, I
Experience of school or office administration		X	AP, I
Experience working in a school		X	AP, I
Experience of organising events		X	AP, I
Experience of working on a reception		X	AP, I
Knowledge/skills			
Excellent written communication skills, with a high standard of English	X		AP, I, R
Excellent oral and interpersonal skills with the ability to communicate clearly and appropriately	X		AP, I, R
Excellent organisational skills, including keen attention to detail	X		AP, I, R
IT literacy, including the ability to learn new systems. Familiarity with Excel, and ideally with other Microsoft Office applications.	X		AP, I, R
Ability to deal with competing priorities and deadlines	X		AP, I, R
Ability to record information accurately	X		AP, I
Ability to deal independently with email correspondence and telephone enquiries	X		AP, I, R
Personal characteristics/other requirements			
Proactive in approach to work, taking initiative on duties	X		AP, I, R
Ability to work constructively with others inside and outside the school	X		AP, I, R
Integrity and reliability	X		AP, I, R
Understands the need for data confidentiality, and how to keep data secure	X		AP, I
Willingness to work flexibly in a small team to ensure the smooth running of the school	X		AP, I, R

Safeguarding

King's College London Mathematics School is committed to safeguarding the welfare and well-being of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Equal opportunities

Our staff are amazing – they inspire students, have great ideas, and help make King's Maths School a fantastic place to work. We are committed to ensuring that we are always recruiting, retaining, and promoting a diverse mix of colleagues because we know that for our students to succeed they need a staff body with a broad range of ideas, skills, and experiences.

Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact the Business Manager, Nicola Cosgrove, by emailing Nicola.Cosgrove@kcl.ac.uk