



Job Description

Maths Hub Administrative Assistant

Salary and Hours

Salary: NJC Salary Scale – Grade 2 – Scale Points 2 – 4

Hours: 27 hours per week, Term Time only (possibility of overtime)

Daily Direction from: Maths Hub Lead and Maths Hub Project Manager

Note: All Support Staff are managed overall by the School Business Manager

Purpose

To provide routine, general, clerical and administrative support to the Project Manager in the administration planning and coordination of events and activities for East Midlands East Maths Hub.

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

- Providing general clerical support to the Maths Hub Project Manager e.g. photocopying, responding to email and phone queries, electronic filling of forms/applications etc.
- To coordinate and administer events, activities and Work Groups for Primary and/or Secondary and Post 16 Work Group Leads.
- Providing personal and administrative support for Maths Hub events, to include:
 - The setting up and clearing away of rooms used for events.
 - Organising catering for events.
 - Attending and supporting at events.
 - Organising visitor badges and attendance register.
 - Recording and monitoring of attendance of events carried out at other sites.
 - Meet and greet and event trouble shooting.
 - Evaluations – create, distribute, file and monitor evaluations of events.



- Assist in maintaining accurate records relating to Maths Hub activities
- Accurate transferring of data from the booking database to the delegate data base checking for omissions/discrepancies/follow-ups required.
- Use SharePoint to save, share and file key documents
- Assisting with the collection and completion of NCETM Data Validation
- Supporting the work of the Maths Hub through liaising with participants and providers, answering queries by phone and email etc.
- Assisting with marketing and recruitment communications via email, newsletters and the website etc.
- Create and share meeting links for online events.
- Support at online events
- Inputting school and participant data into the Maths Hub database, MHPod.
- Using and updating platforms used by the NCETM and Maths Hub such as basecamp, MHPod, Knowledgebase and Axis
- Attend compulsory forums, briefings and training in person and online .
- Under direction from the Maths Hub Project Manager, liaise with colleagues in other Maths Hub.

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.

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.



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: _____