



PERSON SPECIFICATION

Maths Hub Project Coordinator – 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	• Evidence of a sound level of general education, including GCSE English and Maths (A* - C, Grade 9 - 4) or equivalent (Level 2 Basic Skills Literacy/Numeracy) (W, D)	
Experience and Skills	• Project Management (W,I) • Planning and coordinating events (online and/or face to face). (W, I). • Managing a busy calendar; scheduling meetings and events (W,I) • Experience of working as part of a team (W,I)	• Experience of leading a team (W,I) • Experience using social media professionally (X – formerly known as Twitter, LinkedIn, Instagram) (W, I)



	• Proven ability to use a variety of IT applications/packages = Microsoft Excel, SharePoint, Word, TEAMS, Zoom, MS Forms (W, I) • Experience of administrative or similar work. • Experience of communicating effectively with a diverse audience. (W)	• Experience of using design software such as Canva (W). • Recruitment and marketing communications via email and websites. (W). • Knowledge and understanding of the Maths Hub. (W). • Experience using Maths Hub specific software/applications including MHPod, Knowledge Base, Axis and Basecamp. (W).
Professional Development	• Effectively use a variety of IT applications = Microsoft Excel, SharePoint, Word, TEAMS, Zoom, MS Forms (W, I) • To be able to work to strict deadlines and work calmly under pressure. (W, I) • Ability to prioritise tasks effectively. (W, I). • Methodical approach to identified tasks with key emphasis on accuracy and attention to detail. (W, I). • Positive proactive “can do” attitude. (W, I). • Excellent communication skills both written and verbal (W, I). • The ability and maintain effective working relationships. (W). • Proven ability to work on own initiative. (W). • Ability to learn quickly and have willingness to undertake training and develop new skills as relevant to the role. (W). • Ability to work as an effective member of a team. (W, I). • Excellent organisational skills. (W, I). • Ability to adapt to new situations. (W, I).	• Touch typing (W). • Ability to minute meetings (W).
Other Conditions	• Able to fulfil all aspects of the job description. (I).	



	• 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).	
Equal Opportunities & Safeguarding	• 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