



## 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

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>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)</li> </ul>	
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>Project Management (W,I)</li> <li>Planning and coordinating events (online and/or face to face). (W, I).</li> <li>Managing a busy calendar; scheduling meetings and events (W,I)</li> <li>Experience of working as part of a team (W,I)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a team (W,I)</li> <li>Experience using social media professionally (X – formerly known as Twitter, LinkedIn, Instagram) (W, I)</li> </ul>



	<ul style="list-style-type: none"> <li>• Proven ability to use a variety of IT applications/packages = Microsoft Excel, SharePoint, Word, TEAMS, Zoom, MS Forms (W, I)</li> <li>• Experience of administrative or similar work.</li> <li>• Experience of communicating effectively with a diverse audience. (W)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using design software such as Canva (W).</li> <li>• Recruitment and marketing communications via email and websites. (W).</li> <li>• Knowledge and understanding of the Maths Hub. (W).</li> <li>• Experience using Maths Hub specific software/applications including MHPod, Knowledge Base, Axis and Basecamp. (W).</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Effectively use a variety of IT applications = Microsoft Excel, SharePoint, Word, TEAMS, Zoom, MS Forms (W, I)</li> <li>• To be able to work to strict deadlines and work calmly under pressure. (W, I)</li> <li>• Ability to prioritise tasks effectively. (W, I).</li> <li>• Methodical approach to identified tasks with key emphasis on accuracy and attention to detail. (W, I).</li> <li>• Positive proactive “can do” attitude. (W, I).</li> <li>• Excellent communication skills both written and verbal (W, I).</li> <li>• The ability and maintain effective working relationships. (W).</li> <li>• Proven ability to work on own initiative. (W).</li> <li>• Ability to learn quickly and have willingness to undertake training and develop new skills as relevant to the role. (W).</li> <li>• Ability to work as an effective member of a team. (W, I).</li> <li>• Excellent organisational skills. (W, I).</li> <li>• Ability to adapt to new situations. (W, I).</li> </ul>	<ul style="list-style-type: none"> <li>• Touch typing (W).</li> <li>• Ability to minute meetings (W).</li> </ul>
<b>Other Conditions</b>	<ul style="list-style-type: none"> <li>• Able to fulfil all aspects of the job description. (I).</li> </ul>	



	<ul style="list-style-type: none"> <li>• Set a good example of professional standards and abide by our code of conduct. (I).</li> <li>• Must satisfy relevant pre-employment checks. (D).</li> <li>• 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).</li> </ul>	
<b>Equal Opportunities &amp; Safeguarding</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities. (I).</li> <li>• Commitment to Safeguarding students with full adherence to Child Protection and Safeguarding Policy and Staff Codes of Conduct. (I).</li> <li>• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I).</li> </ul>	

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