



JOB DESCRIPTION

Maths Hub – Project Coordinator

Salary and Hours

Salary: NJC Salary Scale Grade 3 Point 5 – 7
FTE - £23,500 - £24,294
Actual Salary – £21,092 - £21,804

Hours: **37 Hours** per week. Term time only plus 2 weeks

Daily Direction from: **Maths Hub Lead and Maths Hub Operations Manager**

Note: All of the Maths Hub Operations team are managed overall by the Maths Hub Lead and School Business Manager

Purpose

- To project manage and coordinate the planning, delivery, evaluation and hosting of events.
- To oversee projects and tasks within the Operations Team and support the Operations Manager in the leadership and development of the team.
- To provide routine, general, clerical and administrative support to the Maths Hub Operations 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

Leadership and Management

- The project management of Maths Hub events including planning, coordination, hosting and evaluation.
- Overseeing the Maths Hub calendar of events and scheduling of meetings.
- Support the Operations Manager to manage the completion and distribution of work within the team.
- Providing general clerical support to the Maths Hub Operations 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 coordination and bookings of events including creating and monitoring Book When entries.
 - Regularly reviewing and updating participant details including contact details, dietary requirements and access arrangements.
 - Communicating with Work Group Leads to collect and provide information about planned events and participants.
 - Liaising with Work Group Leads regarding IT/printing/administration requests.
 - Collecting and recording Work Group delivery dates in a centralised calendar and the delegate database.
 - Distributing booking and event reminders to participants.
 - 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.

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.

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.

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: _____