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| **Job Title:** | Cheshire & Wirral Maths Hub Coordinator |
| **Location:** | A combination of remote working from home and working in the Maths Hub office at Our Lady of Pity Primary school  |
| **Responsible To:** | Maths Hub Lead |
| **Salary Grade:** | Band F, Scp 12-17 – £16,788 - £18,535 (actual) |
| **Contract:** | This is a fixed term position for 41 weeks per year. The working hours are 30 hours per week. However, there is potential flexibility in this and we are open to discussion. Working hours are flexible, generally 9am-3.30pm, Monday-Friday. Initially a fixed term until August 2023, but we are expecting our funding to be approved until 2025  |
| **Start Date:** | As soon as possible |

Our Lady of Pity Primary School are seeking to appoint an enthusiastic Maths Hub Coordinator. The role involves a range of administration and coordination duties that are central to the functioning of the Cheshire and Wirral Maths Hub. Specifically, the role involves managing large sets of data, liaising with professionals from multiple schools, coordinating the Hub budget, and supporting the Maths Hub lead in reporting to the Department for Education (DfE). Candidates must have excellent interpersonal and communication skills, as well as being able to pick up the use of new software systems at speed.

We can offer you:

* A supportive and friendly working environment
* A team committed to supporting professional development and a good work-life balance
* A flexible approach to working hours, dependent on important deadlines
* The chance to be a part of the national Maths Hub network, that is actively improving all pupils’ experiences of school maths

We would like you to:

* Be a positive role model for pupils in the school
* Be able to form positive working relationships with colleagues in a wide range of primary and secondary schools
* Be able to manage and process large amounts of information in an organised way, often utilising software programmes such as Microsoft Excel to make this an efficient process
* Have high expectations of yourself and those you work with
* Be able to work flexibly as part of our team

**Main Purpose of the Role:**

* Ensure the smooth coordination of all processes and activities relating to the Cheshire & Wirral Maths Hub
* Facilitate effective internal communication
* Line manage any Maths Hub Administrative Assistant(s)

**Further Information:**

Our Lady of Pity School is part of [Holy Family Multi-Academy Trust](https://www.hfcmat.com/) (HFCMAT). Within the trust, we also run [Inspire Learning Teaching School Hub](https://inspirelearningtsh.co.uk/); this enables us to evolve through an outward-facing philosophy.

As part of the Maths Hub team, the coordinator role will also involve some liaising with other team members across the trust and Teaching School Hub. This will provide greater opportunity for professional development and professional collaboration.

Our Maths Hub work, covers Wirral, Cheshire East and West and Halton, and has seen significant growth and success since its inception in 2019.

**Appointment Process:**

Applications will only be accepted from applicants completing the Application Form in full. We will not accept a CV in support of an application.

The Application Form can be found on our website and all applications will be acknowledged.

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

**Please return completed applications to: Mr A Ash, Maths Hub Lead, ℅ recruitment@hfcmat.com**

**The closing date for this vacancy is Tuesday 8th February at 12 noon.**

**Our Vision:**

Formation. Inspiration. Transformation.

**Our Mission**

To develop individual excellence, embrace opportunities and build strong communities with Gospel Values at the heart.

**Our Values**

Respect. Innovation. Courage. Trust.

**St John Plessington Catholic College Voluntary Academy** is an outstanding and oversubscribed 11-18 College. In 2018 the College again achieved a SSAT Award for” Exceptional student KS4 attainment” in recognition of being in the top 20% of schools nationally. It is the lead school for SJP Teaching School Alliance and based in Bebington.

**Our Lady of Pity RC Voluntary Academy** continues to provide a highly effective education for its pupils. Pupils are drawn from a wide catchment area - its three Catholic parishes. The school has a distinctive Catholic ethos and is committed to the formation of reflective and capable thinkers. In 2008 OLOP was judged by OFSTED to be ‘outstanding’ and over this period of time has been awarded numerous accolades. OLOP is based in Greasby.

**St Bernard’s Roman Catholic Voluntary Academy** fulfils its vision of 'Excellence in all we do' and lives its daily mission of 'To grow, love and learn following Jesus'. In 2020 St Bernard’s Catholic Primary School was judged by OFSTED to be good for overall effectiveness, with outstanding judgements for Leadership and Management and Personal Development. St Bernard’s is the lead school for Ignite Teaching School Alliance and based in Ellesmere Port.

**St Mary's Catholic College is** a school for students of all abilities, which continually strives in all it does to realise its Mission Statement to ‘Love and Serve Christ within us all’. St Mary’s is based in Wallasey and home to the Trust’s new ‘Element Centre’.

**St Joseph’s Catholic Primary** is based in Birkenhead and celebrates its mission statement ‘Stepping up to excellence’. A new Head teacher was appointed in April 2017. In September 2019 a new Deputy Head teacher was appointed and together, the Headteacher and Deputy have realigned and expanded the Senior Leadership team to optimise capacity for continued improvement.

Partnership is important to us, as we know the difference working together can make. Rootedin respect for each other, we strive to create the best opportunities for our schools to thrive in all aspects of their work.

For further details about this unique role and how to apply, please contact HR via email: recruitment@hfcmat.com.