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**Job Description**

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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 |

**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)

**Duties and Responsibilities:**

**Leadership and management team**

* Assisting in appointing personnel to roles within the Maths Hub
* Arranging Maths Hub Leadership and Management (MHLM) Team meetings (either face to face or online)
* Creating processes and procedures to ensure an efficient and transparent Maths Hub
* Attending all internal KIT meetings as directed by the Maths Hub Lead (MHL)

**Strategic boards and partnerships**

* Scheduling all board meetings at the beginning of the year in line with the terms of reference
* Managing communication with Strategic Board Chair and board members and producing Strategic Board meeting notes
* Preparing, compiling, and circulating relevant files and paperwork prior to board meetings, issuing current progress reports for the Strategic Board as required
* Supporting the MHL/AMHLs in maintaining relationships with local partners

**Local leaders of mathematics education (LLME)**

* Supporting the Maths Hub Lead to help grow the LLME community
* Providing support to LLMEs in respect to the efficient running of all hub activity; this could include support for the use of online communication tools

**Planning, monitoring and evaluation**

* Supporting the MHL in planning activities for each annual cycle including financial planning and evaluation
* Working with the MHL on monitoring and reporting on hub progress
* Supporting the MHL to evaluate work and share impact
* Participating in Performance Review Meetings
* Co-ordinating Work Groups/programme/community plans.
* Project managing progress, including planning and evaluation reports to The National Centre for Excellence in the Teaching of Mathematics (NCETM)
* Diary management of hub activity

**Communication, engagement, and recruitment**

* Developing, implementing, and monitoring a communication strategy for the Maths Hub to enable high quality engagement with schools and colleges regarding Maths Hub activity.
* Ensuring that the internal communication channels of Maths Hub Network are used efficiently by the Maths Hub (Maths Hub Bulletin, Programme Calendar, Knowledge Base and online communities)
* Briefing the MHLM team and where necessary LLME on any relevant updates and /or central guidance
* Investigating external communication tools (Twitter, websites, newsletters) to promote the Maths Hub
* Creating bespoke communication tools to promote the Hub
* Planning and organising engagement events
* Managing the development and maintenance of the [Maths Hub website](https://cheshireandwirralmathshub.co.uk/), ensuring it is an up-to-date resource to include all relevant Hub activity

**Finance and data management**

* Creating and managing an efficient process for receiving and approving invoices whilst monitoring payments against budget by project, including procurement of marketing materials and travel expenses
* Carrying out accurate budget and finance procedures and liaising closely with the Hub finance team
* Issuing relevant information as and when necessary, regarding grants to schools
* Ensuring accurate data recording and adjustments within the Maths Hubs Programme online database (MHPod)
* Ensuring accurate and helpful reports from MHPod are accessible to the MHLM team and the NCETM
* Maintaining up to date reach data and utilising the MH Maps resource
* Procurement of ‘best value’ for services used by the Hub

**Working with Maths Hub Network, NCETM and DFE**

* Participating in and attending national Maths Hub Coordinators (MHCs) forums and online community
* Working with other local MHCs to promote clear support across the region
* Liaising with NCETM/DFE as required

**Professional development**

* Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

**Other Responsibilities**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and comply with all school policies and procedures
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos and aims of the School and Trust
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings, training and learning activities as required

*The postholder may be required to carry out any other duties that the Maths Hub Lead feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.*

*This job description is subject to review by the Maths Hub Lead, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.*

**Person Specification:**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * 5 GCSE’s or equivalent, including English and Maths |  |
| **Work or relevant experience** | ∙ Experience of working in a busy environment with the ability to respond positively to high work demands | * Experience of project management and associated financial administration * Experience of undertaking a range of clerical duties and administrative duties, including data input and retrieval * Experience in working in the education sector in an administrative capacity * Experience of working within the school-to-school support environment * Experience with monitoring and updating a website * Experience of maintaining and developing databases |
| **Skills and Abilities (relevant to post)** | * Highly developed organisation and administrative skills * Confident communicator with excellent interpersonal skills with the ability to interact and communicate effectively with a range of stakeholders * Ability to analyse and interpret information and present findings in a clear and concise manner * Ability to work to deadlines with high attention to detail and accuracy * Good working knowledge of IT packages including Microsoft Office; Word, Excel & Outlook * The ability to work autonomously and with initiative | ∙ Ability to undertake further training and development as required |
| **Personal Qualities** | * A positive approach to challenges and change * A willingness and flexibility to learn and operate new procedures and systems effectively. |  |
| **Special Conditions** | ∙ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. |  |