

The St Marylebone Church of England School

64 Marylebone High Street, London W1U 5BA

Tel: 020 7935 4704 Fax: 020 7935 4005

Website: www.stmaryleboneschool.com

E-mail: recruitment@stmaryleboneschool.com



Maths Hub and SMS Collaborative Co-ordinator

Salary: NJC points 13 – 19, depending on experience: FTE £27,022 - £30,076. Would consider term-time only. Equates £23,211 - £26,772 for working term-time only.

Hours: 8am - 4pm

Start: ASAP

The St Marylebone CE School welcomes applications from people of all backgrounds, races, cultures, faiths and genders. The School actively promotes diversity and inclusion across its community and our students come from a wide range of backgrounds: 40% of our students speak English as an additional language; 59% of our students come from backgrounds other than white British.

We are seeking to appoint a proactive professional to provide a high-quality and supportive service to the School's outreach work, through the SMS Collaborative and Maths Hub.

Specific duties: to be a central first point of contact and organisation for the SMS Collaborative and Maths Hub; to provide effective coordination, administrative and project management support to the Maths Hub Leadership Team (Maths Hub Senior Lead, Lead and Mastery Leads) and SMS Collaborative team.

The work of the Coordinator role will be split according to CPD programmes and they will be responsible for all activities associated with these programmes.

About the School

Founded in 1791, The St Marylebone CE School is an outstanding comprehensive school for girls with a mixed sixth form, serving students of all faiths or no faith. St Marylebone takes pride in being a brilliant place to work and learn: rated consistently 'outstanding' by Ofsted and SIAMS, the School is one of the best performing state schools nationally. We value highly the role of the arts and creativity in education, across the curriculum.

SMS Collaborative is the School's outreach arm, collaborating with a network of other schools across all phases to develop best practice in teaching and learning and enable school improvement.

How to apply

Closing date: 9am, Wednesday 20th October 2021

Interview date: Friday, 22nd October 2021

Please fill out an application form available to download from our website. Completed application forms should be emailed to: recruitment@stmaryleboneschool.com. **Please note that applicants may be called earlier so we recommend submitting your application as soon as possible.**

The School is committed to safeguarding and promoting the welfare of children & vulnerable adults and it is our expectation that all staff and volunteers share this commitment. Any offers of employment will be subject to satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check.