



The St Marylebone Church of England School
Job Description

Post: Maths Hub and SMS Collaborative Co-ordinator

Department: Admin

Conditions of Employment

You are employed in the capacity of SMS Collaborative and Maths Hub Co-ordinator, subject to and with the benefits of the Conditions of Employment set out in your Contract of Employment. You are required to understand and be supportive of the Church of England ethos of the School, adhere to the School's Staff Behaviour Policy (Code of Conduct) and be responsible for promoting and safeguarding the welfare of children and young people for whom you are responsible with whom you come into contact.

Main Duties and Responsibilities

- Maintaining a calendar of planning and other deadlines
- Project managing progress, including planning and evaluation reports.
- Making all arrangements for central and project meetings, and attending as required to support project leads
- Briefing the Leadership Team on any relevant developments e.g. central guidance, other relevant activity
- Manage processes for recruitment to project activities.
- Be responsible for planning, promoting, organising and delivering events and project meetings.
- Develop, implement and monitor a communications strategy for SMS Collaborative and the Maths Hub that enables high quality engagement with schools and colleges about SMS Collaborative and Maths Hub activity.
- Contribute to the outward-facing communications and projects run by the SMS Collaborative, including its role as a Creativity Collaborative and the co-ordination of outreach work required for this
- Managing an efficient process for receiving and approving invoices from schools, including liaison with the School's Finance Team and monitoring payments against budget by project.
- Contribute to the Maths Hub community via the NCETM website.
- Liaison with NCETM Administrative team.
- Responsibility for developing and producing data on Maths Hub reach using MathsHubPOD
- Attend the Maths Hub Administrator Forum.
- Undertake administrative duties that support the role, including word processing, minute taking, photocopying and filing, and maintaining and updating mailing lists, together with various other relevant duties.

Appraisal

As for all support staff, this role will be subject to the support staff appraisal cycle.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification or amendment at any time, in consultation with the post-holder.

Person Specification

Essential:

- Be methodical with the ability to organise own workload, assess priorities effectively and work to daily deadlines.
- Be able to demonstrate strong all-round administrative skills, including the ability to evaluate and contribute to the continual improvement of systems.
- Strong ICT skills including proficiency in the full suite of Microsoft Office and ability to learn new specialist software as required (we use Google Mail and Google Drive).
- Be able to demonstrate a high degree of initiative, to solve problems and work proactively.
- Excellent interpersonal skills with the ability to communicate confidently, intelligently and effectively both verbally and in writing at different levels with a range of stakeholders.
- Enthusiastic, positive attitude.
- Ability to maintain strict confidentiality of information received and processed as part of the role.

Desirable:

- Experience of working in a School / education administration.