

Programme Coordinator

Wandle Learning Partnership - Maths Hub

Chesterton Primary School, Battersea (with travel to partner schools as needed)

£22,272 - £23,250 (pro-rata to £31,980 - £33,384) (Pay award pending)

28.8 hours (4 days) per week, term time only (39 weeks)

One-year fixed term contract

London South West Maths Hub is one of 40 Department for Education designated Maths Hubs. We offer professional development opportunities for anyone involved in the teaching of maths, with the aim of driving school-wide change.

We are now seeking a highly organised and motivated administrator with a flair for communication to support our Maths Hub development programmes and help us deliver outstanding training for educators. If you are passionate about education, thrive in a fast-paced environment, and enjoy working with a wide range of stakeholders, we'd love to hear from you.

You will provide key admin support, managing databases, assisting with events, and contributing to social media and marketing efforts. You will respond to queries, facilitate training and conferences and produce materials. You will be part of a very supportive team with the opportunities to develop your skills and help progress your career.

You will have a high level of written English along with a good knowledge of Microsoft Office 365. You will have strong interpersonal skills with the ability to build positive relationships with others and to communicate effectively to a range of stakeholders. Previous experience is not essential but the ability to use your initiative and a willingness to develop your skills are crucial.

This is a part-time and fixed-term position, initially for the 2026-27 academic year. However, the contract may be extended subject to continued funding.

London South West Maths Hub is part of the Wandle Learning Trust, a growing Multi Academy Trust based in South London, currently comprising of two secondary schools and eight primary schools. The Trust also runs the Wandle Learning Partnership, which oversees our English, Maths and Teaching DfE Hubs.

For further details please visit our website at <http://wandlelearningtrust.org.uk/work-with-us>

Closing Date: Friday 11th September, midday

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and a Children's Barred List check.

The Wandle Learning Trust values the diversity of our students and is proud to inspire them through representative teaching and support staff. We aim to select all staff on merit, irrespective of race, sex, disability, age, gender reassignment, sexuality or other protected characteristics under the Equality Act 2010.

The Academy welcomes applications from disabled candidates. If you have a disability, please indicate any adjustments we might make when applying in order to ensure that the shortlisting process is fair and meets your needs.

CVs are not accepted.