

JOB DESCRIPTION

Post	Programme Coordinator, London South West Maths Hub
Grade	Scale 4, spine point 7 – 10
Hours	28.8 hours a week
Term time pattern	Term time only
School/Location	Chesterton Primary School, London, SW11 5DT <i>(The postholder may also be required to work at other partner schools and sites within the Wandle Learning Trust depending on the role and the nature of the responsibilities).</i>
Reports to	Maths Hub Lead
Line manages	N/A

Context

London South West Maths Hub is one of 40 Department for Education designated Maths Hubs working together in the national Maths Hub programme. Led by two "Outstanding" schools, Chesterton Primary School and Belleville Primary School, our Hub has established a strong track record of high-quality school-to-school support.

Maths Hubs offer professional development opportunities for anyone involved in the teaching of maths, with the aim of driving school-wide change. All activity is led by local school-based teachers and leaders of maths who together form a professional learning community for local leaders of maths education (LLME).

London South West Maths Hub works together with all schools and colleges to support the continuous improvement of mathematics education for all pupils and students in Kingston, Merton, Richmond, Sutton and Wandsworth.

Wandle Learning Partnership (WLP) is the curriculum and teacher development arm of Wandle Learning Trust. We bring together the work of our Department for Education-designated Hubs (Teaching School Hub, English Hub and Maths Hub) alongside wider programmes that respond to local needs and national priorities.

Main Purpose of the Job

- Provide comprehensive administrative, logistical and programme coordination support to the London

South West Maths Hub leadership and management team

- Manage communications, events, data tracking and reporting, helping ensure that all aspects of the Maths Hub's work are delivered efficiently and to the highest standards

Main Responsibilities

Programme and Administrative Support

- Provide day-to-day administrative support to the Maths Hub working with the Maths Hub Lead, Operations Team Managers and the wider Hub team.
- Manage communications with partner schools, LLME and external stakeholders.
- Maintain and update Maths Hub databases, records and tracking systems to ensure data accuracy and compliance with DfE reporting requirements.
- Prepare reports and documentation for submission to the DfE, ensuring timely and accurate completion of the Maths Hub data dashboard and other monitoring tools.
- Take accurate notes and create high quality minutes at meetings when required.
- Process reports and documentation for submission to the DfE, ensuring timely and accurate completion of the Maths Hub data dashboard and other monitoring tools.

Event and Training Coordination

- Coordinate logistics for Hub events, webinars and professional development sessions, including venue bookings, invitations, materials preparation and attendance tracking.
- Provide technical and administrative support during online webinars and training sessions.
- Manage event evaluation processes and collate feedback to inform future planning. Administer the marketing of the professional and curriculum development programmes
- Ensure course flyers are kept up-to-date, including course information contained on the website
- Administer the booking and communication process of Maths Hub professional development for participants and facilitators
- Welcome participants into the facilitating school, ensuring they are appropriately signed in
- Issue and collate evaluations for all CPD events
- Organise hospitality for courses and events, including ensuring that the training room is kept stocked with tea, coffee and stationery and is appropriately maintained

Communication Duties

- Act as a primary point of contact for enquiries to the Maths Hub, ensuring prompt and professional responses.

- Support the development and distribution of regular newsletters, updates and promotional materials to partner schools and stakeholders.
- Maintain the Hub's online presence, including updating website and social media content, event listing and resources.
- Liaise with schools to communicate key deadlines, training opportunities and programme updates.
- Ensure consistent messaging and branding across all Hub communications, in line with NCETM guidance.
- Assist in preparing communication materials for webinars, presentations and reports.
- Support internal communication across the Maths Hub team, WLP and Q1E to ensure effective coordination and information-sharing.
- Support communication with schools regarding available funding, training opportunities and follow-up activities.

Data Management and Reporting

- Maintain accurate and up-to-date information on all Hub partner schools and events.
- Support the monitoring and evaluation of Hub activity, providing data insights to inform strategic decisions.
- Prepare reports and updates as required by the DfE and the Maths Hub Lead

Networks and Partnerships

- Participate in national and regional forums and contributing to online communities, ensuring active collaboration and the sharing of best practice.

Special Conditions of Service

- You may be required to work outside of normal school hours on occasion with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the application form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.
- You will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together and Keeping Children Safe in Education documents in relation to child protection and safeguarding children and young people as this

applies to your role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.

- To ensure that your line manager is made aware, and kept fully informed, of any concerns which you may have in relation to safeguarding and/ or child protection.

PERSON SPECIFICATION

	Essential	Desirable
Experience		
Experience of supporting administrative functions in either public, private or third sector organisations	✓	
Administrative, business or school management qualification or relevant experience		✓
Experience of providing effective administrative and operational support in a busy organisation	✓	
Experience of working with the general public	✓	
Knowledge and Understanding		
Skilled in using Microsoft Office 365, with experience of using databases and other software packages	✓	
Ability to maintain websites using CMS software and social media platforms to provide effective communication to internal and external stakeholders	✓	
Skills and Abilities		
High level of written English and the ability to take accurate notes and create high quality minutes	✓	
Strong communication skills with a range of audiences and stakeholders	✓	
Excellent interpersonal skills and the ability to maintain positive and professional working relationships	✓	
Willingness and ability to work flexibly at peak times		✓
Strong organisational skills, with the ability to take personal responsibility for work tasks in line with deadlines and organisational requirements	✓	
Able to work within Trust policies such as Safeguarding, Equality & Diversity and Health & Safety	✓	
Able to demonstrate sensitivity and objectivity when dealing with confidential issues	✓	