

RECRUITMENT PACK

South Yorkshire Maths Hub

Operations & Partnerships Manager




**MATHS
HUBS**
SOUTH
YORKSHIRE


Working with
NCETM
NATIONAL CENTRE FOR EXCELLENCE
IN THE TEACHING OF MATHEMATICS





Welcome from the Maths Hub Lead

Thank you for your interest in the Maths Hub Operations & Partnerships Manager role.

South Yorkshire Maths Hub works in partnership with 526 schools across Barnsley, Doncaster, Rotherham and Sheffield, delivering high-quality, research-informed professional development in mathematics. As part of the National Centre for Excellence in the Teaching of Mathematics (NCETM) network, and led by St Clare Catholic Multi Academy Trust, we are proud to be at the forefront of improving maths teaching and learning across the region, underpinned by strong leadership and a clear commitment to excellence and impact. As a collaborative and supportive learning community, we empower practitioners through innovation, partnership and evidence-informed practice to secure the very best mathematical learning experiences for all pupils.

Professional development is delivered by a team of approximately 50 Local Leaders of Maths Education (LLME), the majority of whom are seconded from schools across South Yorkshire. The role of Operations & Partnerships Manager sits within the Maths Hub's leadership team, currently comprising seven colleagues, supported by a strong operational infrastructure. This includes the Operations & Partnerships Manager, a full-time administrator, and access to additional administrative and specialist financial support across the organisation.

This role is central to the smooth and effective running of the Hub. It is a busy and varied position, well suited to someone who can confidently manage multiple workstreams, coordinate complex operational processes, and ensure that systems and communications run efficiently for both colleagues and the schools we serve. We are seeking a highly organised, proactive and detail-focused individual, committed to delivering an excellent service. The successful candidate will play a key role in supporting the Hub's continued impact and reach.

The Operations & Partnerships Manager will report directly to the Maths Hub Lead.

Yours sincerely,
Vicki John-Lewis

South Yorkshire Maths Hub Lead and St Clare Catholic Multi Academy Trust School Improvement Consultant



About the role

This is an operational leadership role responsible for the effective running of the Maths Hub, reporting to the Maths Hub Lead. The postholder will lead and develop the operational team, providing clear direction, building capacity, and ensuring consistent, high-quality support across all areas of delivery. They will oversee the development and management of effective systems and processes, ensuring the smooth coordination of programmes, events, and projects, and driving the strategic operational direction of the Hub.

Working closely with the Leadership Team, the role will support the development and sustainability of strong partnerships across the education sector. This includes enabling collaboration through the management of effective systems across the operational team and representation at regional and national networks.

The postholder will be responsible for core operational functions including finance, data, communications, events, and governance, ensuring efficiency, compliance, and continuous improvement. Strong communication is central to the role, requiring the ability to manage multiple priorities, coordinate effectively with a wide range of stakeholders, and ensure clear and consistent information-sharing across a large network.

We are seeking a self-driven, creative, highly motivated, and organised individual with experience of leading programmes and supporting successful delivery. The successful candidate will demonstrate excellent time management and forward planning skills, with the ability to adapt to changing priorities, and will be confident in building and maintaining positive relationships. Above all, they will be passionate about improving maths education for all pupils.

The role is currently based at the lead school office, with the requirement to work across a range of schools and locations as needed. It would suit someone who enjoys working primarily onsite in a collaborative, team-focused environment.



Application Process

Application process: Please complete the application form and provide a supporting statement that demonstrates your suitability for the role, using examples drawn from the essential/desirable criteria and job description.

For an informal discussion, please contact Vicki John-Lewis, Maths Hub Lead
vjohnlewis@symathshub.org.uk

Salary range: NJC 25 - 29 (£36363 - £39,862) FTE

Actual salary: Term time only + 2 weeks (£32879 - £36043)

Work commitment: 37 hours, term time only + 2 weeks

Contract: FTC until 31 August 2027 (with the possibility of extending beyond this period subject to funding)

Closing date: 17th April 2026

Shortlisting: 20th April 2026

Interview date: 27th April 2026

Start date: Available to start as soon as possible, subject to notice period

Further information

St Clare Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.



Person Specification

Education and Training

Essential	Desirable
A minimum of 5 GCSEs (Grade A–C) or equivalent including English and Mathematics.	A Levels (or equivalent).
	Degree or higher education qualification.
	Project management experience or qualification (e.g. PRINCE2 or similar).

Operational Management

Essential	Desirable
Experience coordinating complex operational or administrative processes within a busy organisation.	Experience supporting or contributing to governance processes (eg. board/committee meetings).
Experience managing or coordinating projects or programmes involving multiple stakeholders and deadlines.	Experience managing or leading the development of a team.
Ability to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure.	Strategic planning experience.
Ability to manage the distribution of work efficiently and effectively within a team.	Experience supporting recruitment processes.
Strong organisational and time-management skills with a methodical approach and strong attention to detail.	



Operational Management continued

Essential	Desirable
Experience of managing a calendar of events, deadlines and meetings.	
Experience coordinating events, workshops or professional development activities.	
Experience working with a range of stakeholders and building positive professional relationships.	
Experience of successfully line managing other staff	

Data and Systems

Essential	Desirable
Experience of effectively recording, maintaining and analysing data.	Experience implementing and/or managing a CRM system.
Ability to analyse programme data and present findings clearly to support planning, monitoring and decision making.	Experience improving or streamlining operational processes using digital systems or tools.
High level of digital literacy and proven ability to use a range of computer applications and systems (eg spreadsheets, databases and document management tools).	Experience using Maths Hub systems such as MHPod, Knowledge Base, Axis or Basecamp.
Experience of maintaining, collating and presenting data for use by leaders.	Experience creating dashboards or visual reports using spreadsheets or data tools.



Communication and Engagement

Essential	Desirable
Excellent written and verbal communication skills.	Experience of marketing and recruitment for programmes or initiatives.
Ability to prepare clear written documentation such as reports, briefing papers, meeting summaries and governance documentation.	Experience using social media professionally (e.g. Bluesky, LinkedIn, Instagram).
Experience communicating effectively with a wide range of stakeholders.	Experience using design software such as Canva.
Experience coordinating events, programmes or professional development activities involving multiple participants or organisations.	Website maintenance or content management experience.
Experience designing and creating marketing or communication materials to a high standard.	Experience working with schools or within the education sector.
Ability to communicate complex information clearly and ensure teams remain well informed.	Knowledge and understanding of the Maths Hub programme.
	Experience engaging with national bodies or representing an organisation in regional/national forums



Financial and Administrative Management

Essential	Desirable
Experience supporting financial administration processes such as purchase orders, invoices or expense claims.	Experience of directly supporting senior leaders.
Experience maintaining accurate records and documentation to support organisational processes.	Budget monitoring experience.
Ability to work with large volumes of information while maintaining high levels of accuracy.	Experience working within regulated environments requiring compliance with funding, audit or data protection requirements.

Professional Development

Essential	Desirable
Evidence of commitment to continuing professional development.	Evidence of professional development relating to operational management, project management or leadership.
Willingness to actively participate in professional learning.	
Ability to proactively manage own professional development and maintain up-to-date knowledge and skills	



Other requirements

Essential	Desirable
Understanding of safeguarding and the confidential nature of aspects of the role.	
Commitment to equal opportunities and safeguarding.	
Ability to fulfil all aspects of the role and meet relevant pre-employment checks.	

Personal Qualities

Personal Qualities
Highly organised with exceptional attention to detail.
Proactive and solution-focused, able to anticipate issues and take initiative.
Calm and resilient when managing competing priorities and deadlines.
Professional, discreet and trustworthy when handling confidential information.
Able to build positive relationships and work collaboratively with a wide range of stakeholders.
Flexible and adaptable in a fast-paced operational environment.
Motivated by improving outcomes for pupils through high-quality mathematics education professional development



Job description

Leadership & Team Management

- Lead the operational running of the South Yorkshire Maths Hub, distributing required roles across operational group functions, allocating responsibilities, and ensuring smooth workflow across all operational group functions.
- Recruit, induct, develop, and performance-manage operational team members, ensuring professional learning needs are identified and met annually.
- Plan and facilitate operational team meetings and collaboration days to build consistency, communication, and shared expertise.
- Lead and manage operational support for the Leadership Team and the LLME community (approx. 50 people).

Communications & Partnerships

- Lead the strategic development of all internal and external communications, ensuring alignment with NCETM guidelines and maintaining an updated Communication Strategy.
- Manage the creation and distribution of high-quality marketing and communications content (website, newsletters, social media, promotional materials).
- Oversee communication channels such as inboxes, Basecamp, calendars, bulletins, and digital engagement platforms.
- Provide operational support across the leadership team and LLME community to maintain effective communication with stakeholders including schools, trusts, Strategic Board members, regional partners, and the LLME community schools.
- Represent South Yorkshire Maths Hub at regional and national meetings, training, forums, and online communities.

Data, Digital Systems & Reporting

- Oversee all NCETM and DfE data requirements, ensuring accurate submissions, validation processes, and compliance.
- Maintain robust data collection and recording systems using MHPod, CRM platforms, spreadsheets, databases, and Insights tools.
- Lead the analysis and presentation of programme data for senior leadership, including reach metrics and impact evaluation.
- Contribute to statutory and programme-level reporting, including the Grant Agreement compliance documentation.



Finance & Contract Management

- Lead accurate financial planning, monitoring, forecasting, and reporting for all Maths Hub activity, ensuring compliance with funding and audit requirements.
- Oversee financial transactions, including payments, adjustments, travel claims, and service level agreements.
- Liaise with the Maths Hub Lead, Trust Finance Director, and Compliance Manager to ensure robust financial processes.

Events & Programme Delivery

- Lead the planning, delivery, and evaluation of events, workshops, conferences, and CPD activities.
- Manage event logistics including venues, catering, external contributors, registration, and booking systems.
- Ensure attendance is monitored and feedback is collected, analysed, and used to drive improvement.

Governance, Meetings & Board Support

- Schedule and coordinate key meetings including Leadership & Management Team meetings, Strategic Board meetings, and national review meetings.
- Prepare and manage agendas, papers, reports, and minutes, presenting to the Strategic Board when required.
- Maintain strong relationships with the Strategic Board Chair, members, and key partners.

Recruitment & HR Coordination

- Support recruitment processes including role scoping, job advertising, candidate communication, interview coordination, and HR liaison.
- Participate in interview panels and ensure high-quality induction processes.

Additional Responsibilities

- Undertake additional duties consistent with the nature and grade of the role, including flexible working and travel to national meetings.