

Maths Hub Administrator

Job Start: As soon as possible
Location: The Woodroffe School, Lyme Regis, DT7 3LX
Salary: Grade 6 (Point 6 - 9) £13.05 - £13.69

In 2014 the school was awarded its status as the Lead School for a National Maths Hub, one of only 40 in the country. This means that we, as the Jurassic Maths Hub, lead a network of schools across Dorset, Devon, Somerset and Wiltshire, focusing on improving the teaching and learning of Mathematics from early years to post 16, through improving the Continuing Professional Development of Mathematics Teachers.

The primary function of this role is to work with the Maths Hub Operations Manager and Senior Lead with regard to all administration relating to The Maths Hub. Main responsibilities of the role include day-to-day communication with schools across the region regarding meetings and events; taking minutes at meetings; collating the monthly Maths Hub Newsletter and the co-ordination of conferences and events. You will also be required to keep track of the accounts to ensure that accurate information is submitted to the Finance Department. You will need to demonstrate excellent communication and organisational skills and the ability to prioritise your workload and work on your own initiative. An interest in Maths would also be advantageous!

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The Maths Hubs Programme, coordinated by the NCETM, brings together mathematics education professionals in a collaborative national network of 40 hubs, each locally led by an outstanding school or college, to develop and spread excellent practice, for the benefit of all pupils and students.

The post is part time, term time only, and the hours of work are 35 hours per week, ie 8.00 am until 4:00 pm with one hour unpaid lunch break. Term time only equates to 39 weeks per annum ie 38 term weeks and five staff training days.

Leave entitlement is 26 days per annum plus public and bank holidays pro rata rising to 29 days per annum including public and bank holidays pro rata after five years' service. For term time only employees leave takes the form of additional pay weeks over and above the number of weeks worked. For term time only employees with under five years' service the number of pay weeks is 44.85. For those with over five years' service this increases to 45.45. No leave can be taken during term time.

Under the Dorset LA Job Evaluation initiative, the salary for this post has been agreed at Grade 6, with a pay range from 6 - 9 ie £25,183 - £26,409 per annum. The salary for this post, on a pro rata basis, will be £20,491 per annum. This sum is divided into twelve equal monthly payments, which are paid directly into a bank or building society account.

The Governing Body is fully committed to the welfare and development of its staff both teaching and non-teaching. For the benefit of staff and students the school operates a no smoking policy.

Closing date: 9am, Thursday 3rd April 2025. Interviews shortly thereafter.
For further information on the application, please contact Racheal Rattenbury, Head's PA/Personnel Manager, (01297 442232 or email: rrattenbury@woodroffe.dorset.sch.uk)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We value the diversity of our workforce and are pleased to receive applications from all sections of the community. The above post is subject to satisfactory DBS Enhanced Disclosure Certificate with Barred List Check (Child) via the Disclosure and Barring Service.