



OUTWOOD
Institute of Education
Job Description

Establishment: Outwood Grange Academies Trust

Location: Outwood Institute of Education, Adwick

Post Title: Yorkshire and Humber Maths Hub Administrative Officer

Grade: Scale 4 scp 18 – 21

Reporting to: OIE Manager

Overall purpose of the post:

To provide co-ordination and administrative support for the Yorkshire and Humber Maths Hub team, projects and work closely with the hub's senior leadership team to ensure effective delivery of the hub's key performance indicators. The role will also include the organisation and support of events held at the centre and external venues.

MAIN DUTIES AND RESPONSIBILITIES:

Primary duties: Coordinate the work of the Maths Hub, including:

- Providing administrative support for the Senior Lead, Maths Hub Lead, Assistant Maths Hub Lead(s) and Level 3 Lead
- Advertising, recruiting and maintaining bookings and membership of events and workgroups
- Liaising with Work Group leads and provide support for work groups
- Appropriately processing financial transactions (POs / invoices / time sheets) to support the senior MH lead in maintaining an accurate budget
- Providing update reports to the Maths Hub Senior Leadership Team, for example booking updates, event feedback
- Producing regular reports for NCETM as required, including MHPod
- Providing administrative support for the appointment of personnel to roles within the Maths Hub
- Supporting the Senior Administrator in the arranging of Leadership/Strategic Board Meetings
- Maintaining Maths Hub/NCETM website
- Maintaining Hub database system
- Maintaining up to date reach data - daily

Additional Duties relating to events based in the OIE, Yorkshire and Humber:

- Ensure event spaces are fully prepared for each event including layout, functioning ICT/audio equipment and ensure refreshments are organised and provided;
- Respond to enquiries promptly and accurately, provide tours of the venue and give accurate venue details;
- Support the use of other venues within the Trust;
- Ensuring the Senior Administrator is kept up to date and made aware of any concerns;
- Greeting visitors on arrival in a friendly and professional manner
- Liaise with event leaders and participants before, during and after events take place and manage an effective administration service;
- Maintain accurate information for producing reports on events and implement, record and report event evaluations;



- Maintain safety and security of all individuals involved in events by reporting any safety concerns, adhering to fire safety regulations and implementing correct procedures for recording attendance;
- Comply with GDPR regulations by enforcing a clear desk policy, shredding documents on a daily basis and keeping sensitive data in locked drawers;
- Maintain a good working relationship with colleagues;
- Demonstrate an active commitment to own professional development;
- To comply with the Trust's Child Safeguarding Procedures, including regular liaison with the Trust's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Trust policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Good communication, written and listening skills to be used at all times with delegates, customers and staff

Special Features including hours and conditions of service

Term Time plus 10, 37 hours per week

Normal Working Pattern: Monday to Thursday 8:00am to 4:00pm, Friday 8:00am to 3.30pm.

Scale 4 scp 18 – 21 £ 15,778.38 to £ 17,333.18 (actual salary)