



The St Marylebone Church of England School

Job Description

Post: Maths Hub Social Media and Events Co-ordinator

Department: Maths Hub

Conditions of Employment

You are employed in the capacity of an Maths Hub Social Media and Events Co-ordinator, subject to and with the benefits of the Conditions of Employment set out in your Contract of Employment. You are required to understand and be supportive of the Christian ethos of the School, adhere to the School's Staff Behaviour Policy (Code of Conduct) and be responsible for promoting and safeguarding the welfare of children and young person's whom you are responsible for or come into contact with.

Main Duties and Responsibilities:

Leadership and management team

- Coordinating the Diary Management of the Maths hub lead
- Arranging MHLM Team meetings (either face to face or online)
- Creating processes and procedures to ensure an efficient and transparent Maths Hub
- Attending all internal KIT meetings as directed by the MHL Providing administrative support for the SLL, MHL, AMHL(s), Level 3 Lead and LLME when required by MHL
- Manage the diaries of MHLM team in relation to Maths Hub

Strategic boards and partnerships

- Capture essential contact details for all board members and create relevant files
- Arrange appropriate venues and meeting facilities along with the necessary IT equipment and sundries
- Scheduling all board meetings at the beginning of the year in line with the terms of reference Managing communication with Strategic Board Chair and board members and producing Strategic Board meeting notes
- Preparing, compiling, and circulating relevant files and paperwork prior to board meetings, issuing current progress reports for the Strategic Board as required
- Supporting the MHL/AMHLs in maintaining relationships with local partners

Local leaders of mathematics education

- Compile and issue relevant Work Group materials, ensuring delivery at the correct location as and when necessary
- Issue reminders to attending Work Group participants prior to WG session facilitating any dietary requirements
- Supporting the Maths Hub Lead to identify LLMEs
- Providing support to LLMEs in respect to the efficient running of all hub activity; this could include support for the use of online communication tools

Planning, monitoring and evaluation

- Collating all relevant data as and when required from AMHL such as WG plans
- Collate attendance data
- Create official 'sign in' sheets for data capture and traceability of participants
- Enter data into 'in-house' Hub databases
- Updating all systems in place and housekeeping of raw data including data cleansing
- Working with the Project manager on monitoring and reporting on hub progress

- Supporting the MHL to evaluate work and share impact
- Participating in Progress Check-ins, Co-ordinating WG/programme/community plans. Project managing progress, including planning and evaluation reports to NCETM
- Diary management of hub activity

Communication, engagement, and recruitment

- Using external communication tools (Twitter, websites, newsletters) to promote the Maths Hub
- Assisting with the creation of newsletters and circulation
- Supporting the MHL/AMHLs in maintaining relationships with local partners via promotion of their WGs via email or marketing materials
- Support the development of a communication strategy for the Maths Hub to enable high quality engagement with schools and colleges regarding Maths Hub activity.
- Ensuring that the internal communication channels of Maths Hub Network are used efficiently by the Maths Hub (Maths Hub Bulletin, Programme Calendar, Knowledge Base and online communities)
- Briefing the MHLM team and where necessary LLME on any relevant updates and /or central guidance
- Creating bespoke communication tools to promote the Hub
- Planning and organising engagement events

Finance and data management

- Collating and adding new supplier details
- Support with internal finance processes, travel claims and invoices
- Issuing relevant information as and when necessary regarding grants to schools
- Ensuring accurate and helpful reports from MHPod are accessible to the MHLM team and the NCETM
- Procurement of 'best value' for services used by the hub

Working with Maths Hub Network, NCETM and DFE

- Participating in and attending national MHC forums and online community
- Working with other local Maths Hub Co-ordinators to promote clear support across the region
- Liaising with NCETM/DFE as required

Person Specification

Required skills

- Competent and creative use of social media platforms including Twitter and LinkedIn
- Ability to create outward facing material through use of programmes such as Canva
- Use of google applications: drive, sheets, docs etc
- Basic understanding of excel/google sheets
- Ability to manage time effectively and juggle multiple projects
- Excellent written and verbal communication
- An eye for attention to detail
- Develop and maintain strong relationships with schools and teachers
- Well-organised and able to forward planning order to meet deadlines
- Adaptable and proactive to deal with problems as they arise
- Enthusiastic and quick learner

Essential Experience

- Education up to level 3/A levels
- 5 or more GCSE's grade 9-4/A*-C including English and Maths

Desired Experience

- University degree/Higher Education degree in a related field
- Experience in events/social media co-ordination role
- Working in a school environment