

JOB PROFILE			
Job Title:	Maths Hub Operations Manager	School/Dept:	Harrogate Grammar School
Salary Grade:	Band 9 SCP 17 Actual salary of circa £26,500 based on 37 hours a week.	Working Hours:	37 hours Term time only plus training days + 1 additional week with flexibility to work additional days as required
Contract Type:	Fixed term	Location:	Harrogate
Responsible to: Maths Hub Lead			
<p>Role summary:</p> <p>Provide leadership, management and operational support to the team. Develop and manage efficient systems for communications, finance, data and projects to support the smooth running of the Maths Hub.</p> <p>Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.</p>			
<p>Special conditions of service:</p> <p>No smoking policy, including e-cigarettes.</p>			
<p>Role specific responsibilities:</p> <ul style="list-style-type: none"> • Leading and managing the Maths Hub Operational Team including: <ul style="list-style-type: none"> - strategic delegation of work; performance management for operational staff; recruitment and induction of operational staff; representing the operational team in Leadership meetings, Strategic Board and in meetings with the NCETM. • Coordination of all plans, reports, and data management required within the programme, including: <ul style="list-style-type: none"> - reviewing programme timelines and planning to ensure deadlines for plans, reports, data submissions are met; ensure internal data bases are current; contribute to annual reports and Strategic Development Plan. • Managing internal communications (with the leadership group, LLME, and hub activity participants) and all associated administration, including: <ul style="list-style-type: none"> - managing the calendar of NCETM and Maths Hub events; coordinate local events and meetings: venues, catering, or setting up online; communication with Maths Hub activity participants; setting up and managing online communities (e.g. Basecamp) including feedback and attendance data; briefing the Leadership Team and Local Leaders of Maths Education where necessary on relevant updates/central guidance; coordinating an annual conference. • Leading and managing a communication strategy, and effective external communication processes, including: <ul style="list-style-type: none"> - managing maths hub email inbox; managing the process for recruiting teachers to hub activity; overseeing the schedule of activity; managing the website ensuring it is current; overseeing marketing; 			



maintaining relationships with Strategic Partners; reviewing the effectiveness of the overall communication strategy and adapting as appropriate.

- Leading and managing finances and service level agreements, in line with guidelines outlined in the Financial Management Briefing, including:
 - co-ordinating and monitoring process for payments including travel claims; monitoring financial plans and expenditure using internal systems and the NCETM system (MHPOD); working closely with the internal finance team to budget and ensure accurate accounting of the Maths Hub finances; working closely with the Maths Hub Lead to co-ordinate the production and communication of all service level agreements.
- Working in partnership with other Maths Hubs, the NCETM, and the DfE, including:
 - working with other Maths Hubs operational management teams, to provide mutual support and challenge through forums and online communities; working with NCETM System Leadership, Operations, and Communications Teams, to strengthen the overall impact of the Maths Hubs Network; liaising with the DfE as required, including regarding external audit requirements and contributions to the Grant Agreement Compliant Report.

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required.
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission
Nurturing ambition, delivering excellence and enriching children's lives.

Our Trust Values

- Collaboration**
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals

- We champion learning**
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

RED KITE
LEARNING TRUST

PEOPLE PROFILE



Aptitudes and Characteristics	Essential	Desirable
Highly effective communication skills and relate well to staff and students	X	
Ability to form good working relationships	X	
To be innovative and creative in developing solutions	X	
To take initiative and work independently	X	
To work to high levels of accuracy	X	
Excellent organisational skills and ability to develop effective systems	X	
High levels of self-motivation and the ability to motivate others	X	
Ability to work within and lead an effective team	X	
Ability to think strategically	X	
To prioritise, plan and delegate to ensure completion of tasks	X	
Ability to work under pressure on multiple projects and to meet deadlines	X	
Excellent attendance record	X	
Energy, self-confidence and ability to 'give more' when the occasion demands it	X	
Flexibility to work outside normal working hours when need arises		X
Qualifications, Knowledge and Experience	Essential	Desirable
Successful leadership experience	X	
Proven organisational/administrative skills	X	
Confidence at working with IT including Microsoft and Google applications	X	
Experience of organising training events or similar		X
Experience of managing multiple projects	X	
Confidence with using social media as a marketing tool	X	
Marketing experience		X
Financial management experience	X	
Experience presenting work to others		X
Experience in an educational setting		X
Minimum GCSE Grade C English and Maths or equivalent	X	
Degree or Equivalent Level	X	



Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people	X	
Ability to maintain appropriate relationships and personal boundaries with children and young people	X	
Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	X	

