

# THE WOODROFFE SCHOOL

## JOB DESCRIPTION



<b>Job title:</b>	Administrative Officer (Maths Hub)	<b>Job Ref:</b>	XS8.4b
<b>Postholder's Name:</b>		<b>Grade:</b>	6
<b>Reports to:</b>	Maths Hub Coordinator		

### Main job purpose

To provide efficient administrative support, to ensure compliance with LEA and the School administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties. To work with the Maths Hub Coordinator and Senior Lead with regard to all administration relating to The Maths Hub.

### Main responsibilities and duties

1. To assist the Senior Maths Hub Lead in developing the school's status as a Maths Hub.
2. To ensure the provision of a comprehensive administrative/clerical and secretarial service with the Maths Hub Coordinator for the Leadership and Management Team of the Jurassic Maths Hub.
3. To liaise with other schools in the region and agencies with regard to the Maths Hub.
4. To maintain and submit data for the Maths Hub and DfE
5. To process finance claims, use and maintain internal database and communication platforms.
6. To assist with the production of Hub communications / marketing materials.
7. To participate in and attend national MHC forums and online community.
8. To undertake other school clerical and administrative duties as may reasonably be required from time to time.

### Knowledge & skills

1. Previous experience of office work in a similar role is essential.
2. Knowledge and experience of databases and analysis of data is essential, along with experience of ICT software applications including Microsoft Office. Additional experience of media packages and communication platforms also desirable.
3. Minimum of 5 GCSE's (A\*-C Grade) or equivalent office experience/vocational qualifications.
4. Effective and developed interpersonal skills are considered to be essential for this role. Including communication, initiative, diplomacy, discretion, and a professional approach.
5. Previous experience of working with financial claims and taking accurate minutes also desirable.

### Supervision and management

The postholder will be required to work directly for the Maths Hub Coordinator, often without direct supervision. (Supervision will be present where necessary).

### Problem solving and creativity

1. Deals with changing and conflicting deadlines, frequent interruptions to work, routines requiring response and prioritisation of tasks.
2. Works under direction of the Maths Hub Coordinator and / or Senior Maths Hub Link.
3. Frequently working independently.

### Key contacts and relationships

Frequent contact with the Maths Hub Coordinator and the other members of the Maths Hub Leadership and Management Team. Occasional contact with the NCETM, DfE, teaching and support staff colleagues.

### Decision making

1. Works to deadlines; to prioritise own workload.
2. Frequently deals with routine queries and forwarding matters to appropriately to the Maths Hub Coordinator or Hub Leads
3. Can use own initiative when appropriate.

### Resources

General office equipment eg PC, laptop, photocopier, telephone, etc

### Working Environment

1. Working in busy office with frequent use of IT equipment.
2. Restricted space.
3. Occasionally processing high volumes of incoming/outgoing email and data submissions.
4. Fluctuating workload in relation to the time of the school year.

Signed:



Date: 17.02.2025

Dan Watts  
Headteacher

Signed: \_\_\_\_\_

Date: \_\_\_\_\_