

Job Description

Post Details	Last Updated: May 23
Job title	Maths School Coordinator
Department	Surrey Maths School
Grade	S6
Place of work	Surrey Maths School The office will be relocating to Kings College Guildford during building refurbishment
Responsible to	Heads of School, Surrey Maths School Lead
Responsible for	N/A
Internal communication	Students, Teachers, Trust
External communication	Department of Educations, University of Surrey, Teachers and Head Teachers in SMS region

A. Job Purpose Statement

Provide a professional, administrative service and support for the Surrey Maths School (SMS) for the pre-opening and opening phases

B. Key Responsibility Areas:

To provide comprehensive administration support for Surrey Maths School by supporting the opening of the school and developing and coordinating the school's outreach, marketing and recruitment activities.

To develop and support teachers and enable students from across the SMS catchment area to benefit from inspiring activities and events which nurture their interest and achievements in Mathematics, Physics and Computer Science; to ensure able and enthusiastic students know of the opportunities available at SMS.

C. Core Purpose of Role

This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities.

Customer Service

- Provide an approachable and professional response to telephone, email and face-to-face queries, referring on non-routine matters on as appropriate.

Student Admissions

- To respond effectively to all enquiries related to school admissions activities and processes ensuring high quality support
- To provide high quality information, advice and guidance to current and prospective students and their parents
- To contribute to interview and enrolment activities for applicants, collecting and recording student data into the school databases
- To record student data into the school MIS systems in a timely and accurate manner always observing GDPR
- Support student enrolment and student interview events
- Support student Open Events and promotional events as required

Administration

- Provide administrative support for the Maths School Lead and Heads of School
- Oversee and maintain the school's web site and assist with its development.
- To assist with the completion of data returns to the DfE
- To analysis data and identify possible trends
- To assist with the generation, update and storage of school records and reports using school systems which will include SIMS, Excel, and Word.

Outreach

- To work collaboratively with the Heads of School to deliver an annual calendar of events and activities that meet the needs of students, teachers, and schools in the area
- To support the coordination of taster-days and other recruitment activities, including careers fairs and school visits
- To liaise with external partners, including the Surrey University to ensure the smooth running of activities and events

Marketing and Publicity

- Support the marketing of the Surrey Maths School offer and outreach programme of events.
- Create professional documentation and communications for all school activities
- Actively maintain and develop the Surrey Maths School website promoting a professional outward facing image of the school ensuring accuracy and legal compliance in all areas

Staff Recruitment

- To support the Heads of School with recruitment and onboarding administration ensuring compliance with regulations, policies and procedures, particularly with regard to safer recruitment

D. Expectations

The post holder is expected to take a leadership role in promoting the Learning Partners values:

Ambition for All – we will always strive for excellence – in every school, for every child.

Better Together – we will collaborate and work together in partnership with others to improve outcomes for all.

Learning that Inspires – We will enable everyone to access inspirational and thoughtful learning, stretching their horizons.

Brave Innovators – We will restlessly pursue creative and innovative ways of enriching the education of all children.

Guided by Integrity – We will be open, transparent and make decisions fairly.

All Learning Partners staff are expected to:

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
 - Following local codes of safe working practices and the School's Health and Safety Policy.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

E. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO to undertake work of a similar level not specified in this job purpose.

As the Trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

F. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

		Essential/Desirable
Education & qualifications	<ul style="list-style-type: none"> • Minimum of 5 GCSEs/O-Level including Maths and English grade C/4 or above or equivalent experience 	E
	<ul style="list-style-type: none"> • Relevant vocational qualification(s) relating to business administration 	D
Knowledge/ experience	<ul style="list-style-type: none"> • Significant administrative experience in a busy office environment 	E
	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office 	E
	<ul style="list-style-type: none"> • Experience of managing multiple workstreams 	E
	<ul style="list-style-type: none"> • Experience of project management 	D
	<ul style="list-style-type: none"> • Experience of working in a school environment 	D
	<ul style="list-style-type: none"> • Awareness and understanding of importance of data protection, safeguarding and safer recruitment 	D

Skills/abilities	<ul style="list-style-type: none"> Well organised and able to manage and prioritise a diverse workload to meet deadlines whilst maintaining a high standard 	E
	<ul style="list-style-type: none"> Good interpersonal skills - able to build positive relationships and have a strong customer focus. 	E
	<ul style="list-style-type: none"> Able to communicate effectively both verbally and in writing 	E
	<ul style="list-style-type: none"> Good numerical skills with the confidence to work with data 	E
	<ul style="list-style-type: none"> Able to respond flexibly and adapt to changing deadlines 	E
	<ul style="list-style-type: none"> Able to use initiative and think through problems to find solutions 	E
	<ul style="list-style-type: none"> Attention to detail and ability to check for accuracy 	E
	<ul style="list-style-type: none"> Able to work as part of a team with a strong focus on working together to achieve results 	E
	<ul style="list-style-type: none"> Able to use initiative and think through problems to find solutions 	E
	<ul style="list-style-type: none"> Able to execute a series of work plans for self and others throughout the year to meet defined objectives 	E
	<ul style="list-style-type: none"> Able to extract and present data 	D
	<ul style="list-style-type: none"> Able to analyse and process information quickly and accurately for reporting purposes 	D
Aptitudes/ personal qualities	<ul style="list-style-type: none"> Possess personal presence, confidence, patience, sensitivity and maturity of approach. 	E
	<ul style="list-style-type: none"> Discretion and integrity 	E
	<ul style="list-style-type: none"> Calm under pressure 	E
	<ul style="list-style-type: none"> Flexible in approach to meet changing departmental needs 	E

Signed (postholder): _____

Date: _____