

### Job Description

**Post:** Administration Assistant for Maths Hub

**Grade:** SCP 7-11

**Responsible to:** Maths Hub Senior Lead Link – Lisa Bradshaw

**Purpose of the Post:** Under the direction of the Maths Hub Leadership team to provide general administrative support and to provide an administration service.

### **Duties and Responsibilities**

1. Providing administrative support for the Maths Hub Leadership Team when required
2. Arrange appropriate venues and meeting facilities along with the necessary IT equipment and sundries
3. Compile and issue relevant training materials
4. Attend training venues to set up materials, refreshments etc, if required
5. Issue reminders to attending participants prior to any sessions facilitating any dietary requirements
6. Create official 'sign in' sheets digitally for data capture and traceability of participants
7. Setting up and supporting online workshops
8. Managing communication with Maths Hub activity participants
9. Setting up and managing online communities (e.g. Basecamp) ensuring feedback and attendance data is collected and processed
10. Enter data into 'in-house' Hub databases
11. Data collection and entry into Hub databases
12. Maintaining up to date participant data on Hub databases
13. Participating in and attending national Maths Hub forums and online community
14. Overseeing marketing and social media content
15. To comply with the Trust's Health and Safety Policy and associated safe working procedures and guidelines.
16. To comply with the Trust's Comprehensive Equality Policy and ensure that it is implemented within the service area of the post.
17. To comply with the Trust's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.