



**Maths Hub Coordinator
North-East Hants and Surrey Maths Hub**

**20 hours per week, (39 weeks per year, term time only),
based at SJB Woking**

**1 year fixed term contract
Salary £23,243 Full Time Equivalent , Actual £11,109**

We have an exciting professional opportunity for a Coordinator to join the operations team at the North-East Hants and Surrey Maths Hub.

With one of the highest and most successful reach and engagement levels across schools in the region, this is great opportunity to join a growing operations team who support the programme.

The operations team are the heart of the Maths Hub – we support a large local network of teachers and leader of maths education supporting schools in improving maths education for all children, from nursery to college.

We are ideally looking for a Coordinator to work 20 hours per week. There is some flexibility in these timings, subject to important deadlines and dates but an example of how this might work could be Mon – Thurs 1-5 and Fri 10am-2pm.

There is scope in the future for this role to grow, potentially taking on more responsibility.

About Maths Hubs:

The Maths Hubs Network is the collaborative partnership of the 40 Maths Hubs across England, supported and facilitated by the National Centre for Excellence in the Teaching of Mathematics (NCETM). It is part of the wider development of school-led, system leadership of education in England. Watch a short film about the work of the Maths Hubs [here](#) plus you can read the latest news from the Maths Hub Programme [here](#)

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Person specification:

Expected:

Be a team player – working closely with the Maths Hub Project Manager and coordination team to support the smooth running of the Maths Hub in its operations and support for the Work Groups and Maths Hub events/meetings (online or face to face)

Be able to manage and process data – proficiency in Microsoft Excel, Word, Powerpoint and Outlook essential

Form positive working relationships with colleagues in our region's Primary and Secondary schools

Ability to stay calm under pressure – be able to multi-task and have good prioritisation skills and importantly, a good sense of humour!

Desirable (but not essential):

Google apps such as Forms, Jamboard, Calendar

Online platforms such as Zoom

Marketing tools such as Mailchimp, Eventbrite and Twitter

Experience of Word Press.

You Tube editing suite

CRM systems

Application Process

Please complete the application form [here](#) (including the Personal Statement) and submit to mathshub@sjb.surrey.sch.uk by **5pm on 6th July**.

Shortlisted candidates will be invited to an interview day on 11th July.

Please note: References are taken up prior to shortlisting.

[Job applicant privacy notice](#)