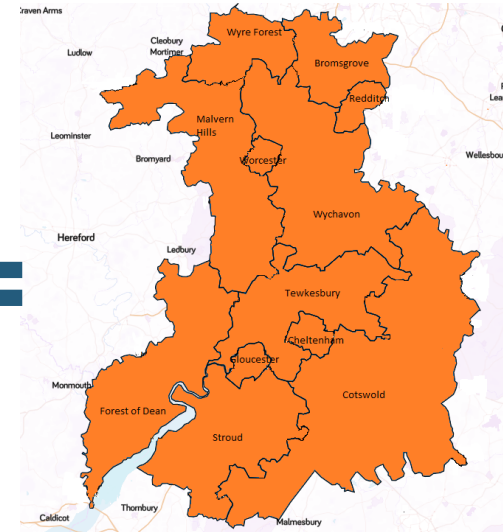
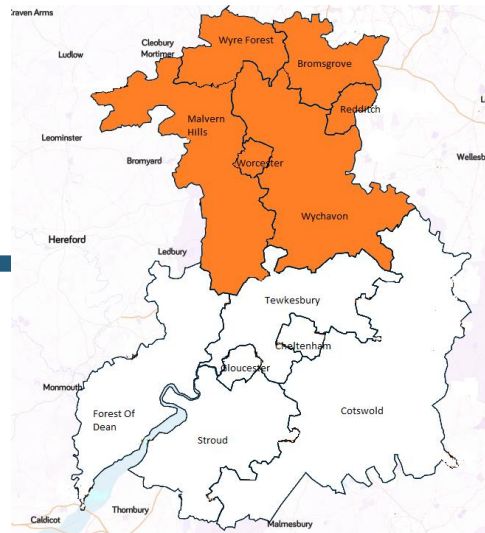
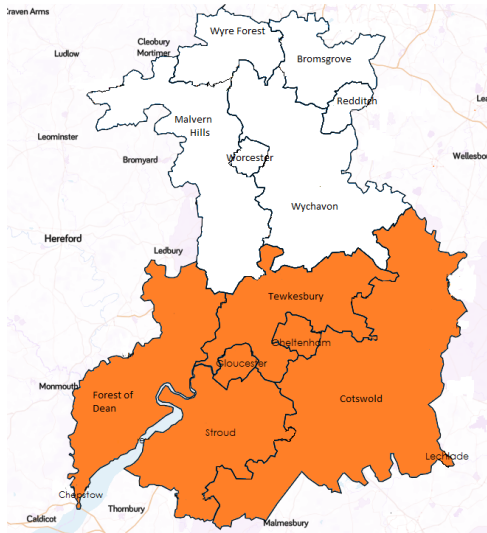


We support teachers and leaders by facilitating classroom based action research and innovation projects to improve the enjoyment, achievement and participation in mathematics.



GLoucestershire Or WOrcestershire = GLOW



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RESEARCH



SUPPORT



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ACHIEVE



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GLOW Maths Hub is led by Balcarras School, based in Cheltenham, and funded by the DfE National Maths Hub Programme. We are the home of #YesUCan.

The GLOW Maths Hub supports and works with teachers and leaders primarily in the wonderful counties of **GLO**ucestershire and **WO**rcestershire by facilitating classroom based action research and innovation projects to improve the enjoyment, achievement and participation in mathematics. The GLOW Maths Hub also hosts termly network meetings (#POWWOWs) and an annual maths conference (#MathsFest).

More detail can be found on our website: <https://www.glowmathshub.com>

The GLOW Maths Hub works to provide the best possible support for schools in Bromsgrove, Cheltenham, Cotswold, Forest of Dean, Gloucester, Malvern Hills, Redditch, Stroud, Tewkesbury, Worcester, Wychavon and Wyre Forest Local Authority Districts. The GLOW Maths Hub also works closely with the Teaching School Hubs supporting schools in Gloucestershire and Worcestershire.

Working at Balcarras is means surrounding yourself with a team of professionals with a culture of professional autonomy. There are many benefits to working at an outstanding school such as ours.

Do come and visit us or arrange a phone-call before you apply to find out more.



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# Person Specification



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## Qualifications

- Appropriate background/experience relevant to the role

## Knowledge, Skills and Experience

- Previously held positions requiring coordination/support of multiple, complex projects/programmes of activity
- Effective prioritisation skills – working with others to ensure the delivery of multiple tasks to deadline
- Excellent interpersonal/communication skills with a track record of building effective working relationships with a wide range of stakeholders/individuals/professionals
- Data input and database management experience – with keen eye for detail and total focus on accuracy
- Event management – experience of supporting and coordinating online/face-to-face events of up to 200 delegates
- Adaptable and comfortable working in a changing environment
- Self-motivated; quick learner

## Personal Attributes

- Total team player – with
- Strong interpersonal skills, a good communicator and a team player
- High level of organisational skills with an ability to plan and coordinate workload effectively



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The successful candidate should have an excellent work ethic, good communication and organisational skills, be adaptable and comfortable dealing with change and, above all, be a strong team player. In this role, you would work closely with the Maths Hub Project Manager to provide operational support to the GLOW Maths Hub management team – enabling the coordination and delivery of local and national Maths Hub programmes on behalf of GLOW.

## Main Duties and Responsibilities (Summary)

1. **Planning and reporting:** Supporting the Maths Hub Project Manager to coordinate all plans, reports and data collection required including:
  - Reviewing programme timelines and planning to ensure deadlines are met
  - Gathering and collating report content/data from the Maths Hub leadership team
  - Submitting all data/information to the relevant stakeholders, within agreed timescales, as required
- Database management**
  - Inputting and maintaining accurate and up-to-date information within the national Maths hub database
  - Supporting the production of performance analysis and reports of GLOW performance/progress
2. **External communication:** supporting the implementation of GLOW's external comms plan - to reach existing and potential participants through relevant and timely distribution of content through online channels. To include:
  - Posting/keeping content up-to-date on the GLOW Maths website/Twitter
  - Supporting the production of newsletters and marketing/promotional materials
  - Maintaining mailing/distribution lists
3. **Project/team communication:**
  - Managing the GLOW Maths mailbox – allocating, prioritising and responding to email/tasks
  - Working with the Maths Hub leadership team to share updates/key information with Maths Hub participants
  - Scheduling Maths Hub Leadership & Management team meetings; including Strategic Board (and minute taking)
4. **Events management:** organisation of external events, workshops and meetings including:
  - Venue management - sourcing, booking and liaising with external venue providers and securing best value
  - Participant management – collating participant data/contact details, invitation process, registration, communication
  - On line events management – setting up and supporting online workshops and (Zoom/Teams) meetings
  - Evaluation and follow up – gathering feedback from participants, and distribution on post-event information/content
5. **First/key point of contact:**
  - for hub participants – existing or prospective (from schools across the GLOW region)
  - for GLOW leadership team

The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.