



### Notre Dame High School Job Description

<i>Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</i>		
<b>Title of Post</b>	Teaching School Office Manager & Maths Hub Project Manager (1.0 FTE term time – some flexibility to swap a small amount of days to school holiday periods is desirable but not essential)	
<b>Salary</b>	Scale I £28,900 - £32,909 per annum pro rata (actual starting salary £24,857 per annum) Funding for this post comes via NCETM Maths Hub Grant Funding paid into school.	
<b>Purpose of the Post</b>	Manage Teaching School office staff to ensure that all administrative activity of the Teaching School team supports delivery of projects. Responsible for the coordination and administration of the South Yorkshire Maths Hub.	
<b>Responsible To</b>	Teaching School Commercial and Compliance Manager The Maths Hub Lead will provide regular feedback on the performance of the post-holder.	
<b>Responsible For</b>	Teaching School Office team	
<b>Level of Contact with Children &amp; Degree of Responsibility</b>	Level of Contact with Children	<b>Low</b>
	Degree of Responsibility for Children	<b>Low</b>
<b>Conditions of Employment</b>	<p>The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</p>	

### **Responsibilities**

#### Office Manager Role:

- Manage, mentor and develop the Teaching School office team (currently 2.4 FTE and an apprentice).
- Manage the allocation of administrative tasks to help ensure timely completion of projects within cost.
- Liaise with the Commercial and Compliance Manager to ensure that compliance processes and financial processes are correctly followed by the Teaching School office team.
- Develop office systems as required.
- Assist as required in the scoping and process development of project proposals.
- Ensure maintenance of records required for Ofsted audits.

#### Maths Hub Project Manager Role:

- Oversight and management of the operational systems of the South Yorkshire Maths Hub
- Accountability for successful delivery of operational systems
- Overseeing effective communication to all stakeholders, including the marketing of Maths Hub activity and events, and internal communication within the South Yorkshire Maths Hub.
- Overseeing recruitment to work groups.
- Coordination of all plans, reports and data collection required by the Maths Hub programme.
- Managing administration associated with service level agreements for work undertaken on behalf of the Maths Hub.
- Overseeing the administration of events, workshops and meetings.
- Working collaboratively and strategically with the Maths Hub Leadership and Management Team
- Working collaboratively with colleagues in similar roles in other Maths Hubs.
- Organising and attending Maths Hub Strategic Board meetings and Maths Hub Leadership and Management Team meetings.

### **Additional Responsibilities:**

Other duties and tasks as reasonably requested by the South Yorkshire Maths Hub Lead in relation to South Yorkshire Maths Hub Activities.

### **General Responsibilities:**

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.
- To ensure the Teaching School supports The School by projecting a professional image at all times.