



Ashburnham
Primary
School



Avondale Park
Primary
School



Avonmore
Primary
School



Fox
Primary
School



Park Walk
Primary
School



St Anne's
Nursery
School

Position: Maths Hub Administrator

Salary Scale: £29,250 FTE (39 weeks per year)

Hours and Service terms: 5 days per week (39 weeks per year) - *Working hours are open for discussion – see other key information below.*

Required from: ASAP – 17th July 2026 (initial 8 month contract)
(Renewal of contract beyond this is dependent on national funding for the Maths Hub Programme being continued beyond July 2026)

Closing Date: Friday 31st October 2025, 9am

Completed applications pack to be sent by email to jin.alexander@foxprimary.co.uk or completed via <https://teaching-vacancies.service.gov.uk/jobs/83f7cd79-4cc6-4f9f-b42d-97b4b46df917>

Interview Date: w/c 10th November

Main Purpose of the job:

The Project Administrator will be responsible for supporting the effective planning, coordination and delivery of the LCW Maths Hub programme. This role will provide administrative and logistical support to the Maths Hub's leadership and management team across multiple functions, ensuring accurate data management, facilitation of internal and external communication and contributing to the successful execution of projects, events and initiatives.

Visiting the hubs website is highly recommended to get a feel for the work that the hub does.
<https://www.lcwmathshub.co.uk/>

Other key information:

- This role is a remote working role. There may be some requirement to attend in person sessions.
- This role is working within a wider team.
- The position could be suitable for someone who is looking to work 4 or 5 days per week.

Please be advised that we will conduct an online search on all shortlisted candidates as part of our due diligence checks in the recruitment process.

To make an application or further information, please download our application pack or contact **Jin Alexander** by emailing jin.alexander@foxprimary.co.uk