



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 – Marketing and Finance Support

Salary: £15,600 (39 weeks per year)

Hours and Service terms:

2 days per week (39 weeks per year) - *Working days are open for discussion*

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: Thursday 23rd October 2025, 9am

Completed applications pack to be sent by email to jin.alexander@foxprimary.co.uk

Interview Date: Monday 3rd November

Main Purpose of the job:

The Maths Hub Administrator (Marketing and Finance support) will provide vital support to the Maths Hub's leadership and management team by maintaining accurate communication channels and managing the hub's marketing activity. This role will ensure that stakeholders, schools and participants are engaged effectively, recruitment goals are met, whilst also supporting finance processes. The post holder will play a key role in presenting the hub professionally and ensuring accurate, timely and engaging communications.

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.
- This role is working within a wider team.
- Flexibility in when the 2 days are worked is something that will be considered.

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