



Post: Maths Hub Administrator – Marketing and finance support (2 days / week)

Responsible to:

London Central and West Maths Hub Project Manager and the Maths Hub leads

Salary: £15,600 (39 working weeks)

The Maths Hubs Programme is a national network of 40 school-led hubs across England, funded by the Department for Education. It supports all state schools and colleges with free professional development, collaboration and leadership opportunities, aiming to improve mathematics teaching through mastery approaches, shared expertise and sustained practice change. Fox Primary school, part of the Fox Federation, is one of 40 lead schools for Maths Hubs. It is the lead school for the London Central and West Maths Hub (LCW Maths Hub), which provides support to state schools and colleges across 7 boroughs of West London.



Fox Federation



Ashburnham
Primary
School



Avondale Park
Primary
School



Avonmore
Primary
School



Fox
Primary
School



Park Walk
Primary
School



St Anne's
Nursery
School

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.

Main Responsibilities

1. Marketing, Communications and Recruitment

- Maintain the LCW Maths Hub website, ensuring programme, event and resource information is accurate and up to date.
- Create and update promotional flyers and resources using tools such as Canva.
- Design and distribute newsletters, managing distribution lists through platforms such as Mailchimp.
- Manage and grow the hub's social media presence, ensuring regular and engaging updates.
- Promote programmes and events effectively, ensuring consistency with brand guidelines.

2. Finance

- At key financial points of the programme, work under the direction of the Maths Hub Project Manager to support with key financial administration: coordinating purchasing and invoice processing, distribute expense claim forms and submit required documentation to the Hub's finance team for processing.

3. Strategic Partnerships

- Support the Maths Hub's leadership team in maintaining strong relationships with partners, including schools and teaching alliances.

Person Specification

Essential Knowledge, Experience and Skills

- Strong administrative and organisational skills.
- Experience of managing websites, social media platforms, or digital communications.
- Ability to design and format simple promotional materials (e.g., flyers, newsletters) using digital tools.
- Proficient in Microsoft Excel, Google Sheets and cloud-based collaboration tools.
- Confident communicator with good written and verbal skills.
- Ability to work collaboratively with multiple stakeholders and maintain positive professional relationships.
- Ability to multitask and prioritise workload effectively.

Desirable Knowledge, Experience and Skills

- Experience in the education sector or supporting professional development programmes.
- Familiarity with GDPR and data protection best practices.
- Familiarity with tools such as Canva and Mailchimp (or equivalent platforms).
- Understanding of finance administration, including expense claims and invoice processing.
- Knowledge of financial processing systems (e.g. Xero)