



Mathematics
Mastery

Partnerships Administrator

Application Pack

Deadline: 27 August 2018

About Mathematics Mastery

Mathematics Mastery is a non-profit organisation, dedicated to transforming mathematics education in the UK.

Based on international evidence and practice, our school improvement programme aims to enhance students' enjoyment, resilience, understanding and attainment in mathematics.

Mathematics Mastery has a vision for all children to enjoy and succeed in maths, regardless of background. We believe high-quality, maths-focused professional development for teachers can make this happen.

Our mission

To transform mathematics education in the UK. We work in partnership to empower and equip schools to deliver world-class mathematics teaching.

Our values

Partnership: We collaborate – across our teams and with our schools – to learn from each other, increase our effectiveness and make the greatest collective difference.

Excellence: We strive to be the best in our field and are committed to producing high quality, evidence-based work.

Compassion: We care about one another, are mindful of wellbeing and show empathy. We encourage a positive and energetic working environment.

Growth-mindset: We are dynamic and focus on progress and continual improvement. We strongly believe in achievement for all.

Innovation: Our work is transformative and pioneering. We establish and promote new ideas; challenging the status-quo in order to bring about lasting change.

Purpose: We are dedicated to making a positive difference in mathematics education. We are passionate about mathematics and the role of teachers, and we have unity of purpose.

Job Description: Partnerships Administrator

Reports to: Strategic Partnerships Manager

Salary: £25,000 - £30,000

Start date: as soon as possible

Contract: Permanent, 37.5 hours per week

Location: Borough, London

To apply: Send your CV and cover letter to recruitment@mathematicsmastery.org

Scope of job

Mathematics Mastery works in partnership with over 500 schools and more than 5,000 teachers to deliver the Mathematics Mastery programme to 150,000+ pupils with lessons designed and developed by us. The Partnerships Administrator will be a crucial member of the Partnerships team and will work closely with others, including the Communications team, in order to effectively administer the process of recruitment and retention of schools and provide them with an optimal experience.

The role holder will report to the Strategic Partnerships Manager and work very closely with the Partnerships Officer and the Programme Delivery team.

The role involves providing administrative support to the Partnerships team, serving as front of house and coordinating the training requirements.

You will be responsible for ensuring that schools joining the programme have a seamless experience and the operational aspects of all our events are successful and delivered to a high standard.

Key Responsibilities

School recruitment and retention

- Support the Partnerships Officer in implementing the recruitment and retention plans.
- Coordinate the logistics for any information sessions.
- Support school applications and recruitment by monitoring application progress and preparing applications received for relevant team members to review.
- Manage the administration of setting up new and continuing schools onto the schools programme, including triggering communications and setting up/updating accounts.
- Maintain an up to date database of schools and contacts in Salesforce and our internal Toolkit through managing contact updates and synchronising data across both platforms on a scheduled basis.
- Ensure schools are invoiced for items purchased and payments are made, flagging to the Partnerships Manager where necessary.

School training

- Support the Partnerships Officer to source and contract suitable training venues across the UK that are within budget.
- Liaise with venues including site visits, communicating expected numbers, room set up, catering and AV requirements.
- Coordinate all delegate communication about training, including joining instructions, relevant reminders and post-event communication.
- Print and collate materials to be used on the training courses, ensuring that they are ready by specified deadlines.
- Co-ordinate and book the couriering of training materials to venues.
- Update the booking system with details of training events.
- Register attendees at training events as required.
- Track and report on registrations and attendance at each session.
- Coordinate the evaluation of training events and ensure that summary information is provided in a timely manner.
- Coordinate the invoicing of schools for additional training places purchased.
- Act as the main point of contact internally and externally for training queries.

External development leads

- Working with the Partnership Officer, coordinate the logistics for the training of external development leads.
- Ensure all external development leads are set up on the required Mathematics Mastery systems.
- Deal with queries from external development leads.

General

- Proudly representing Mathematics Mastery as the first point of contact for all queries; managing relevant inboxes and answering phone calls to ensure incoming queries are handled effectively.
- Meeting and greeting visitors to the office, training and external events as required.
- Working with the Team Administrator to ensure smooth running of the school account management operation.
- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested.

Person Specification

Attributes

- Positive and can-do attitude, with a desire to improve the status quo.
- Enthusiastic and energetic with a commitment to excellence and professionalism.
- Thrives in problem-solving, spotting challenges before they arise and proactively finding solutions.
- A self-starter with a flexible approach to work.
- Demonstrates resilience when working under pressure.
- A quick and enthusiastic learner.
- Collaborative working style and strong team player.
- Willing to take personal accountability for delivery of goals.
- Personable, friendly, approachable and cares about other people.
- Personal values are aligned with those of Mathematics Mastery.

Experience, knowledge and skills

- Experience of working as an administrator or in events management.
- Strong administrative and organisational skills with excellent attention to detail.
- Clear and effective written and oral communication skills.
- Experience of building good relationships with customers, contacts, suppliers and or across teams.
- Good IT skills, with specific skill in using Microsoft Office applications and Salesforce (desirable).

Qualifications

- Right to work in the UK.

Training and professional development

We are committed to the professional development of all members of the Mathematics Mastery team. As Mathematics Mastery is part of the Ark family, staff also benefits from the Ark training and professional development programmes. We encourage staff at all stages of their career to take advantage of opportunities across the network.

Other staff benefits

Alongside our continued focus on professional development, we also offer a variety of other benefits which help our employees plan their finances and look after their wellbeing.

- **Workplace Pension:** All new joiners will be assessed for auto-enrolment, and if eligible, Ark will make 11% employer contributions to a workplace pension.
- **Ark Rewards:** Employees can access a wide range of discounts and cashback from high street and online retailers.
- **Employee Assistance Programme:** A free and confidential advice service offering employees and their families access to a range of services including counselling, financial advice, and even childcare directories.
- **Interest Free Loans:** We offer employees up to £5,000 in interest free loans for season ticket or bicycle purchases
- **Childcare Vouchers:** All employees are eligible for tax free childcare vouchers as part of a salary sacrifice scheme

Safe recruitment procedure

We are committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

We require all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment; this will depend upon the nature of the offence(s) and when they occurred.