



ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS
Teaching School Administrative Assistant: Maths Hub Administrator

New NJC salary scale points 7-11 (£19,554-£21,166)

0.6 FTE part-time (21.75 hours) term time only plus 5 extra days

Actual starting salary (pro-rata and 0.6 FTE £10,047)

Fixed-term contract (subject to funding)

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 Academy in the South Trafford area.

Altrincham Grammar School for Girls was proud to be designated as one of the first one hundred Teaching Schools nationally. Since July 2011 the Teaching School has furthered its work in research and development, school to school support, initial teacher training and professional development. The Teaching School works with a diverse range of partners: primary, secondary and special schools, sixth form colleges, the universities. We also have partnerships with other organisations to enhance our offer, in order to improve outcomes for young people across a large geographical area in the North West of England.

The Maths Hub is part of the Teaching School offer and the Maths Hub programme brings together mathematics education professionals in a collaborative national network to develop and spread excellent practice for the benefit of all students. Our Maths Hub is called the North West One Maths Hub (NW1). There are an ever increasing number of primary schools, secondary schools and colleges joining the Maths Hub and its work has increased in scale year-on-year. We are now looking to expand our team to provide more time for the administration of this work.

Alongside the existing Maths Hub Administrator, this post will provide administrative support for the Maths Hub and for the Maths Hub leadership group. The responsibilities stated in the job description will be shared with the existing Maths Hub Administrator, although it is anticipated that each administrator will take the lead on certain agreed aspects of the role. The contract is to work 21.75 hours, which may be worked over 3 days as agreed.

Please return your application to Mrs C Williams at the school by midday on Wednesday 5 June 2019. Interviews are to be held as soon as possible during the week beginning Monday 10 June 2019. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only, which should be completed in full. Please do not send CVs. Supporting documents/letters of application are welcomed.

ADDITIONAL INFORMATION

Further information about the school, a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website. Further information about the Teaching School, Maths Hub and AGGS are available on the Alliance for Learning Website.

BFET is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the DBS. This post is exempt from the Rehabilitation of Offenders Act 1974.