

Job description: Project Administrator 3 days per week, Grade 3

The role of Project Administrator for the Great North Maths Hub is based at Monkhouse Primary School. The post comprises working 3 days a week, term time. The main purpose of the role is to provide routine general clerical and administrative support to the Great North Maths Hub project activity. The Administrator works under the direction of the Operations Manager and closely with the leadership team of the Maths Hub and will include the following duties:

- Provide general clerical/administrative support e.g photocopying, filing, faxing, complete standard forms, respond to routine correspondence as directed by line manager.
- Direct email correspondence as appropriate
- Provide pre event support including liaising with venues, reviewing bookings, collating participants requirements and setting up online meetings
- Attend and support at events
- Co-ordinate and produce documentation before and after events, including course material, records of attendance and evaluations
- Communicate any pre and post course information
- Maintain calendars
- Book venues and travel in line with the Hub events calendar
- Assist with marketing communications and promotion activities
- Format content for social media in line with the Hub's social media schedule
- Maintain and update information on the website
- Maintain participant and mailing list databases
- Attend Maths Hub training when required
- Support school administration when necessary. .

Person Specification

Essential:

- Excellent communication skills, both verbal and written
- Excellent IT skills including a good understanding of the Google Applications; Docs, sheets and slides
- Positive proactive “can-do” attitude
- Comfortable working under pressure
- Ability to prioritise tasks effectively
- True team player with excellent inter-personal skills

Desirable:

- Experience of using design software such as Canva
- Experience of using social media platforms professionally and social media scheduling software
- Experience of event organisation
- Experience of using online meeting software (Zoom, Teams)
- Experience using and updating social media platforms such as Twitter professionally