

FMSP Administrative posts - job description and person specification

Post Titles:	1 - FMSP Administrator 2 - CPD Administrator
Location:	Trowbridge, Wiltshire.
Line Manager:	FMSP Administration Team Leader – for FMSP Administrator CPD Support Team Leader – for CPD Administrator.
Rate of pay:	Up to £18,500 subject to qualifications & experience.
Hours:	Full-time, 37.5hrs per week.
Contract:	Due to the nature of MEI's funding, this job is offered on a fixed term contract until August 2016 with possibility of extension.
Closing Date:	Applications must be received by Friday 14 th February at 5pm Interviews will take place Monday 24 th and Tuesday 25 th February.
Application:	Please apply by email to office@mei.org.uk Include a CV as well as cover letter detailing your reasons for applying and preference of position applied for if applicable.
Special Conditions:	These posts may involve occasional time away to assist with conferences including overnight stays.

About these roles

MEI is a charity. It is an independent UK curriculum development body for mathematics and a membership organisation for teachers. It works to improve mathematics education by providing professional development for teachers, specialised tuition for students and extensive resources to support the teaching and learning of mathematics. MEI also promotes awareness of the importance of mathematics education.

As part of its work, MEI manages the Further Mathematics Support Programme (FMSP), a government-funded programme that provides universal access to students who wish to study AS/A level Further Mathematics. The programme is operated throughout England by a team of 30 FMSP Area Coordinators, based around the country.

1 - FMSP Administrator - job description

This role primarily involves supporting the work of the FMSP, including the provision of centralised administrative support to the FMSP's Area Coordinators. It requires effective liaison with FMSP Area Coordinators. Your work will involve a variety of tasks including liaison with individuals within and external to MEI.

1 - Main duties and responsibilities of FMSP Administrator

- Ordering admin supplies and staff equipment including graphics tablets, headsets, leaflets and posters.
 - Making announcements to Associates or AC's regarding upcoming events.
 - Helping with bookings for conferences / training days – including setting up online application forms on google docs and processing applications.
 - Sending out national mailings to schools and colleges via post/courier and email
 - Maintaining complete and accurate records of schools/colleges and their students using the FMSP database by inputting student data and processing school/college registrations.
 - Requesting and collating exam results from schools and students.
 - Providing a weekly bulletin for AC's and Associates.
 - Assisting the Area Coordinators with their email merges to schools and colleges advertising their events.
 - Organising and posting out of registration packs to schools that register with the FMSP.
 - Updating administration documents and procedures when appropriate.
 - Issuing surveys to schools and FMSP taught students when appropriate.
 - Answering telephone and email enquiries from students, parents and teachers regarding the provision of the FMSP.
 - Photocopying and collating packs of reading materials and resources.
 - Assisting with national email merges and postal mailings to schools and colleges.
 - Collating feedback from teachers and students who have attended FMSP events.
 - Attending occasional FMSP Area Coordinator conferences.
 - Editing content of the FMSP and Integral websites with enrichment events and other information as required.
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- Other work of a similar nature, as required.

2 - CPD Administrator - job description

As part of an administration team based at our central office, you will play a vital role in the FMSP's operation, supporting the effective administration of professional development courses for teachers. Your work will involve a variety of tasks including liaison with people within and external to MEI.

2 - Main duties and responsibilities of CPD Administrator

- Booking venues and accommodation.
- Promoting courses by ensuring that up-to-date details are displayed on our website; by issuing direct mailings via email and post; and coordinating publicity with NCETM and other bodies.
- Responding to requests for information.
- Recording course bookings and payments.
- Creating and issuing information and resources to course delegates and maintaining regular contact with teachers on year-long courses reminding them of upcoming events.
- Collating feedback from those who have attended CPD courses.
- Supporting the administration of teacher conferences.
- Liaising with teachers, course presenters and tutors, and managers within MEI.
- Creating booking and feedback forms via Google documents.
- Creating/maintaining attendance registers and issuing to tutors.
- Issuing course attendance certificates.

- Other work of a similar nature, as required.

Person Specification for **FMSP Administrator** and **CPD Administrator**

- IT literate with a good working knowledge of Microsoft Office applications.
- Excellent organisation and interpersonal skills.
- The confidence and ability to work flexibly and on your own initiative.
- The desire and commitment to provide excellent service.
- Able to provide effective support and advice by e-mail and telephone, with a good standard of English and a confident and courteous manner.
- Able to plan, prioritise and organise own work, and to use initiative in solving problems.
- Able to work well as part of a team and willing to support others with a wide range of tasks.
- Self-motivated.
- Quick to learn and willing to develop new skills.
- Willing and able to undertake occasional work in other locations – to include occasional overnight stays.

- Graduate applicants preferred.
- Previous administrative experience preferred.
- Experience of working in an educational setting and an interest in mathematics and/or education would be advantageous.