



KING'S
College
LONDON



KING'S
MATHS
SCHOOL

Administration Manager (Data,
Outreach and Admissions)

King's College London Mathematics
School

- Permanent
- Full time
- Start date as soon as possible
- Full-time salary £30,614 - £38,870 depending on experience

Job pack contents:

- Application procedure
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King's College London Maths School is seeking to appoint an administration manager to lead all administrative aspects of the school's outreach and admissions programs and to support more general data management and analysis across the school.

Applications for this role can be made in conjunction with applications for other roles found on our website. We may not appoint to all the advertised roles separately.

Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on our [website](#).

You may include a curriculum vitae and/or covering letter as well as, but not in place of, the application form.

Applications should be made electronically in Word or PDF format by email to kclmsvacancies@kcl.ac.uk. Enquiries may be made to Tom Collins, Deputy Head, using the same email address.

Closing date: 09:00 on Mon 15 April 2024

Interviews will be held as applications are received.

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

King's College London Mathematics School (KCLMS)

<https://www.kingsmathsschool.com/>

King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best institutions. The state-funded school was opened in September 2014 by King's College London, and since then its students have consistently achieved unparalleled attainment and progress through A Level results that have established the school as the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK. The school was recently awarded State Sixth Form School of the Decade by The Sunday Times.

The curriculum

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle. The school's educational ethos involves supporting students' future fulfilment by enabling confident self-expression both within and without our curriculum.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including the STEP (Sixth Term Examination Paper, set by the University of Cambridge). They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

The link to King's College London

King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2020*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. Strategic oversight is provided by the university through the school's governance structures, and academics from the faculty of Natural, Mathematical and Engineering Sciences interact with KCLMS students by teaching extension programmes and mentoring groups of students working on extended research projects.

Site and Size

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from King's College London's Waterloo campus. The school has 150 students split between year 12 and year 13.

Admissions Policy

KCLMS operates a selective admissions process. The key entry requirements are:

- At least seven GCSEs at grade 5-9, including: Mathematics (grade 8 or better), Physics or dual award science (grade 7 or better), and English Language (grade 5-9);
- A threshold score in a mathematical entry test set by KCLMS;
- A successful interview in which the school will further assess applicants' ability to benefit from the experience of attending a specialist mathematics school.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

Outreach

KCLMS aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more disadvantaged backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels.

Why work for King's Maths School?

At King's Maths School we are proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Benefits include:

- Being part of a small, knowledgeable, and fun team.
- The opportunity to work with and support young people who are deeply curious, focused, and ambitious.
- A progressive staff wellbeing policy that includes access to an in-school counsellor.
- Better than industry standard family leave benefits, including for adoption and surrogacy.
- A cycle to work scheme (we have staff changing and shower facilities on site), educational discount at the Apple Store, access to King's College London's research, learning and prayer facilities, and subsidised KCL gym use.
- Opportunities to attend a range of cultural events for free as part of our cultural programme, including theatre shows, orchestra performances, sporting events, art galleries and museums.
- A bean to cup coffee machine – we know the importance of caffeine!

Administration Manager (Data, Outreach and Admissions)

The school is seeking an enthusiastic and skilled administrator to undertake a key role in the maintenance and analysis of all school data, to provide administrative leadership and support for all the school's outreach activities, and to be the key administrator for school admissions activities.

This post represents an interesting opportunity for someone passionate about outreach and widening participation to bring their analytical skills to a highly motivated group of staff and students at a school where the effective and intelligent use of data is highly valued and is one of the key reasons for our outstanding success. It will be of interest both to those who work in the data management industry and wish to expand into social mobility and outreach work as well as to those from a professional outreach and widening participation background with good data analysis skills.

The key responsibilities of the post are:

- To work as a key part of the outreach team, in particular providing administration, organisation, data analysis and communications for all outreach activities and events.
- To work as a key part of the admissions team, in particular providing administration, organisation, data analysis and communications for all admissions activities and events.
- To keep the school's management information systems accurate and up to date.
- To conduct analysis of management data and information, setting up, maintaining, and reviewing complex data.
- To coordinate the termly school census and corresponding data reporting to the Department for Education.

The post will commence as soon as possible to allow for a robust handover with the existing postholder, or as soon as notice allows.

Job description

Post title	Administration Manager (Data, Outreach and Admissions)
Responsible to	Director of Outreach and Widening Participation

Role outline
The Administration Manager (Data, Outreach and Admissions) will collect, process, maintain and analyse data in several areas of the school, including data relating to admissions and outreach. They will be the first point of contact for all outreach and admissions activities run by King's Maths School and the principal administrator for these initiatives. They will also have some responsibility towards the diversity, equity and inclusion work of the school, providing administrative and strategic support to the Director of Outreach and Widening Participation.

Responsibilities
Data Management <ul style="list-style-type: none">• Maintaining data in the school's core management information system (iSAMS)• Submitting accurate school census returns as required by the Department for Education;• Managing the annual database of information relating to student applicants to KCLMS;
Admissions <ul style="list-style-type: none">• Providing administrative support for all aspects of the KCLMS admissions process including, but not limited to:<ul style="list-style-type: none">◦ Maintaining the admissions section of the website;◦ Responding to enquiries in a timely fashion;◦ Organising and providing on-the-day assistance for taster days, open evenings, entrance test events, interview preparation, interview days, horizons events and enrolment day;◦ Ensuring enrolment forms are up-to-date and contain fields for all data needed at the point of a student's entry to school;◦ Managing the KCLMS Admissions email inbox.• Managing and maintaining electronic records of applications to KCLMS;• Analysing application data to provide summative information and trends.
Outreach <ul style="list-style-type: none">• Providing administrative leadership for all aspects of the KCLMS outreach activities including, but not limited to:<ul style="list-style-type: none">◦ Logistical arrangements (room bookings, catering etc) including staffing the REVISION+ Easter school and fully leading the logistics of one of the summer schools◦ Authorising and organising payments to teachers, students, ambassadors, and alumni employed temporarily alongside the monitoring of relevant budgets◦ Consolidation of POLAR, ACORN, and school data for outreach applicants and contributing to the selection process for these students◦ Management of the KCLMS Outreach inbox◦ Maintaining the Outreach area of the school website and overseeing the marketing and advertising of the programmes. This includes contact with participants and schools and utilising Mailchimp, Send Mode, and Adobe InDesign.◦ Supporting the design, collection, and analysis of programme evaluation data, measuring the performance and impact of all outreach activities, and creating reports for funders and governors.◦ Management of outreach equipment and resources with responsibility for purchasing

- Being a designated fire Marshall and first aider during after-school outreach activities
- Managing and maintaining electronic records of attendees across all programmes (including students, teachers, and schools), either personally or via management of the Administration Assistant.
- Working closely with the Director of Outreach and the Lead Teacher of Outreach on the strategic direction of the outreach programmes
- Line management of the outreach responsibilities of the Administration Assistant

Diversity, Equity, and Inclusion

- Supporting the Director of Outreach and Widening Participation and/or the Assistant Head (Staff Development and Co-Curriculum) with the school's DEI responsibilities, providing administrative leadership for aspects of the KCLMS DEI activities including, but not limited to:
 - Analysing data to provide summative information and trends, both in relation to DEI specific activities but also for admissions and outreach work
 - Supporting the design, collection, and analysis of DEI evaluation data, measuring the performance and impact of all DEI activities, and creating reports for funders and governors.

Broader responsibilities

- Line management of the Administration Officer (Outreach and Student data);
- Contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at King's College London Mathematics School;
- Prioritising at all times the safety and well-being of the students by following the Welfare & Safeguarding policies.
- Attending training days in reasonable proximity to the start or end of the KCLMS terms (usually, within three working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- Complying with all school policies;
- Maintaining confidentiality of staff and student/family information;
- Demonstrating a commitment to equal opportunities, and to the promotion and safeguarding of the welfare of students and staff at the school;
- Undertaking such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the school.

Person specification

Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

We don't want potential candidates to be put off if they believe they do not meet every one of the criteria as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. ***We would encourage you to apply, even if you don't believe you meet every one of our criteria described.***

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview R References
Education/qualification and training			
GCSE English and Mathematics or equivalent qualifications	X		AP
A good standard of general education (A-level or equivalent qualifications)	X		AP
Undergraduate degree in an analytical subject		X	AP
Experience			
Experience of office administration	X		AP, I, R
Experience of data management		X	AP, I, R
Experience in school admissions		X	AP, I, R
Knowledge/skills			
Excellent written communication skills, with a high standard of English	X		AP, I, R
Excellent oral and interpersonal skills with the ability to communicate clearly and appropriately	X		AP, I, R
Excellent organisational skills, including keen attention to detail	X		AP, I, R
Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly	X		AP, I, R
Excellent numeracy skills	X		AP, I, R
Ability to deal independently with email correspondence and telephone enquiries	X		AP, I, R
Personal characteristics/other requirements			
Proactive in approach to work and able to take initiative	X		AP, I, R
Commitment to own self-development	X		AP, I, R
Ability to work constructively with others inside and outside the school	X		AP, I, R
Integrity and reliability	X		AP, I, R

Safeguarding

King's College London Mathematics School is committed to safeguarding the welfare and well-being of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Equal opportunities

Our staff are amazing – they inspire students, have great ideas, and help make King's Maths School a fantastic place to work. We are committed to ensuring that we are always recruiting, retaining, and promoting a diverse mix of colleagues because we know that for our students to succeed they need a staff body with a broad range of ideas, skills, and experiences.

Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact the Business Manager by emailing kclmsbusinessmanager@kcl.ac.uk

Thank you for your interest in King's College London Mathematics School.