



**LANCASTER UNIVERSITY
SCHOOL OF MATHEMATICS**



Recruitment Pack



Apprentice Business Administrator (LUSoM)

We are extremely pleased that you are considering applying for the post of Apprentice Business Administrator at the Lancaster University School of Mathematics. The post will commence as soon as possible for a period of 20 months.

The Maths School is the fourth in England - joining those set up by King's College London, the University of Exeter and the University of Liverpool. We are a specialist sixth form college bringing together talented Mathematicians and creating a vibrant community where they are actively encouraged to explore the subjects they love.

We recruit the brightest and most talented Maths pupils from across Lancashire, whatever their background, and bring them into an inclusive community of other exceptional students. The Maths School has a particular mission to reach out to under-represented communities and promote the study of Maths, not least to girls.

As part of the Rigby Education Trust, with Lancaster University and Cardinal Newman College, students receive exceptional teaching, first-class facilities, and a high-quality enrichment programme that encourages the practical application of maths and brings in industry experts to the classroom. The curriculum is extended beyond Maths and Further Maths A Level to provide a stretching and inspiring education.

We are committed to equality and diversity welcoming colleagues from all backgrounds into our community irrespective of their religion or belief, ethnicity, gender, gender identity, disability, sexual orientation, marital or pregnancy status.

Included in this job pack is information about The Lancaster University School of Mathematics and the role. If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

Completed application forms should be returned to the Cardinal Newman College Human Resources Department (via email at HR@lusom.ac.uk or by post) by 9.00am on Monday 5th December 2022. We do ask that you accept, in the interests of economy, that if you have not heard from us by mid December you have not been selected for interview on this occasion.

We will confirm receipt of all applications by email within one working day of receipt. Please call the Cardinal Newman College HR team if you have not received a confirmation email by the closing date. Should you have any questions, which are not covered in the enclosed information, please do not hesitate to contact the Cardinal Newman College Human Resources Department.



Yours Faithfully

Nick Burnham
Executive Principal



About Lancaster University School of Mathematics

ABOUT LUSOM

Lancaster University School of Mathematics, as part of the Rigby Education Trust, with Lancaster University and Cardinal Newman College, will open in September 2022 in Preston. It will recruit the brightest and most talented maths pupils from across Lancashire, whatever their background, and bring them into an inclusive community of other exceptional pupils.

Specialist Maths Schools are supported by the Department for Education (DfE) and have an extensive outreach programme to support maths education in surrounding schools and to widen participation for mathematically able students from disadvantaged backgrounds to fulfil their potential.

For some school pupils, being naturally gifted in maths and science subjects can set them apart for the wrong reasons. A specialist Maths School brings together these talented individuals and creates a vibrant community where they are actively encouraged to explore the subjects they love. The curriculum is extended beyond the standard Maths A-level to provide a stretching and inspiring education delivered by the Maths School staff, members of Lancaster University and Cardinal Newman College.

LUSOM Mission Statement

‘Our mission is to enable the most able mathematicians from all backgrounds to realise their potential within an inspiring, inclusive and supportive learning community’.

The Lancaster University School of Mathematics offers able young people within the surrounding areas access to world-class preparation for entry into mathematics-based university education at a standard which is unavailable within the mainstream state school system.

The Maths School is a centre of excellence. The Maths School aims to share best practice throughout the region, raising achievement and aspirations for all. A substantial outreach programme is offered to feeder schools, with activities ranging from master classes and teacher INSET to mentoring individuals and sharing online resources. Close collaboration with the Abacus Maths Hub will help transform mathematics education across the region.

Main Terms and Conditions Summary

Salary	The post will be paid at £16,129 per annum. This will be paid monthly (for 12 months per annum)
Payment of Salary	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month
Working hours	37 hours per week, full year. Working times will be 8.30am to 4.30pm.
Holidays	Holiday entitlement is pro rata to 22 days annual leave plus 8 statutory and 4 concessionary days. After 5 years' continuous services the annual leave entitlement increases to pro rata to 25 days annual leave. Holidays must be taken during periods outside of term time.
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at https://www.lppapensions.co.uk/members/
DBS Clearance	This post requires Disclosure and Barring Service clearance as well as a range of other safer recruitment checks.

Department Information

Lancaster University School of Mathematics (LUSoM)

LUSoM is a brand new specialist sixth form college delivering STEM related A-Levels to school leavers across Lancashire. The school currently employs three full time teaching staff and a business manager. There are service level agreements in place with their sister college Cardinal Newman to cover additional services such as estates management and HR. Teaching staff numbers expect to increase to seven full time staff for the start of next academic year.

Receptionist Role: Working closely with the business manager you will support the everyday functions of school operations. This includes student and staff administration alongside the management of the busy outreach diary.

Reception will be a central point for internal and external queries and the role requires responding to these and assigning tasks to relevant departments or staff if necessary. We ensure our communications to students, parents & teachers are kept up to date and relevant with the implementation of a CRM system which is used daily to complete tasks



Job Description

Job Title: Apprentice Business Administrator (LUSoM)

Responsible to: Business Manager

Purpose of the post: To undertake office duties and provide and maintain an efficient and effective administrative service to Lancaster University School of Mathematics

Main Duties and Responsibilities:

- School reception and switchboard management, to include school visitors and guests when required.
- Social media – create a social media campaign for all platforms. Responsible for daily organic posts.
- Manage the daily email queries
- Supporting staff with the monitoring of students' attendance and follow up support.
- Supporting the planning and running of trips and visits, to include guardian approval, risk assessments, first aid and insurance requirements. Identify any gaps in staff knowledge and arrange appropriate training
- Participate in arrangements for students' supervision during public examinations and invigilating examinations when required
- Create & design emails in CRM system to parents, students & stakeholders (Outreach) and monitor response
- Attend Career events in schools to promote LUSoM
- Support staff in their admin roles
- Place orders for stock, stationary etc
- Take minutes on outreach meetings and ensure actions are allocated to correct people

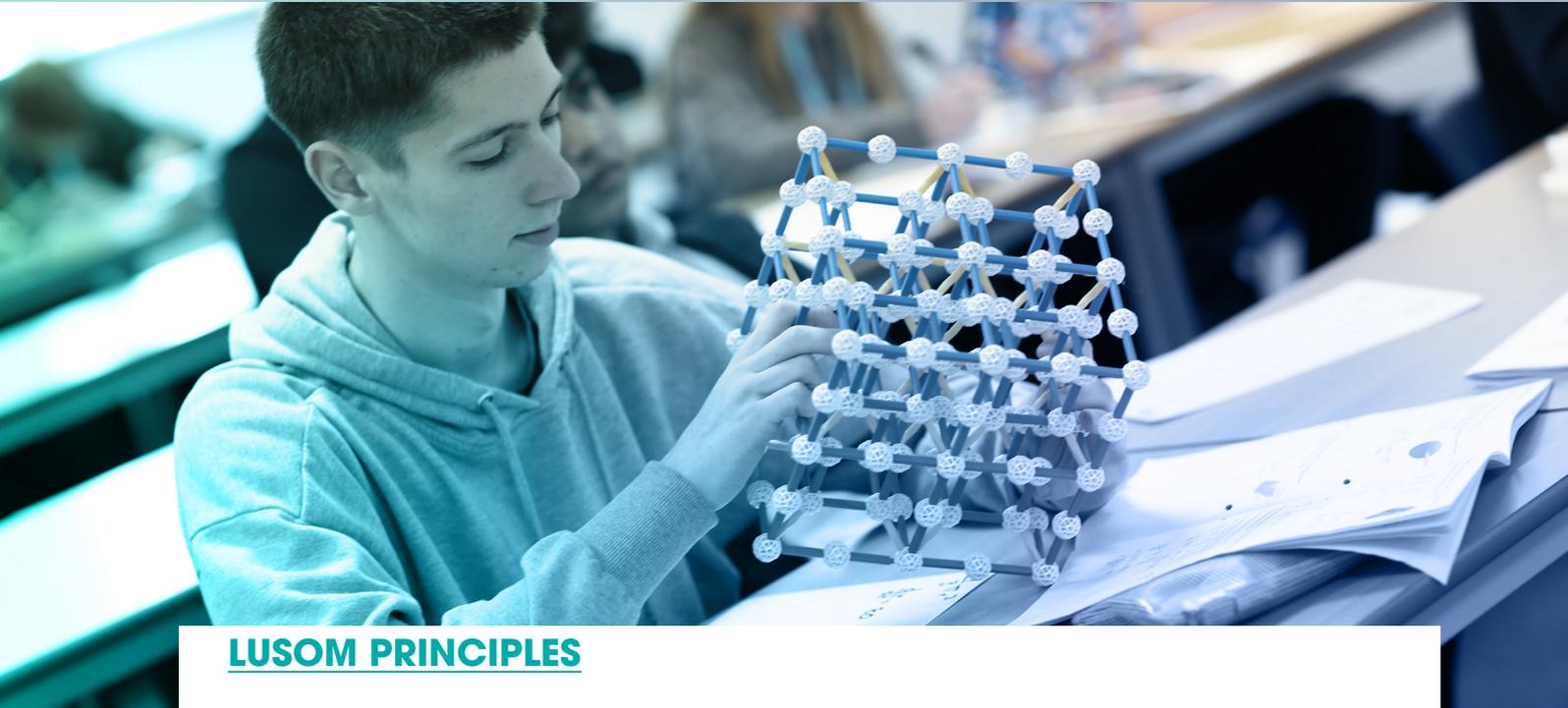
General

- To undertake any other duties as may be deemed necessary from time to time within the scope of the post as requested by the Business Manager or designated alternate
 - To follow all college policies and procedures and work in accordance with the college's Health & Safety Policy
-

Person Specification

Qualifications/Attainments	Essential	Desirable
5 GCSE A*-C/9-4 which must include English and Maths at grade A*-C/9-4 or Level 2 equivalent	✓	
Experience	Essential	Desirable
Familiarity with education-related environment		✓
Experience of working within a fast moving and busy office environment		✓
Work experience involving customer service		✓
Knowledge, Skills and Personal Qualities	Essential	Desirable
Good working knowledge of IT packages including Microsoft Office; Word, Excel, Outlook etc	✓	
Good Computer Skills	✓	
Good organisational and administrative skills	✓	
Good attention to detail	✓	
Ability to cope with periods of pressure, to prioritise workload, meet deadlines and to work flexibly in response to change	✓	
Awareness of the importance of confidentiality	✓	
Good level of Customer Care awareness	✓	
Ability to promote the College and Department in a positive manner	✓	
An understanding of 'safeguarding' and its importance within the college	✓	
Ability to work without constant supervision	✓	
Ability to use own initiative	✓	
Ability to communicate with both staff and students	✓	
An Enthusiastic individual with an aptitude for team-working and good interpersonal and communication skills.	✓	
Excellent time keeping and attendance record subject to the provisions of the Equality Act 2010	✓	
Display the values, attitudes and behaviour consistent with the ethos of the College	✓	
The ability to meet the requirements of the Asylum and Immigration Act (to be eligible to work in the UK)	✓	
Enhanced Disclosure clearance (including barred list check) *	✓	
Provision of two references which are deemed as satisfactory to the Principal*	✓	
Medical clearance*	✓	

The Lancaster University School of Mathematics has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidates' suitability to work with children will be explored at interview and confirmed through references for the appointee



LUSOM PRINCIPLES

A WORLD CLASS TEACHING AND LEARNING ENVIRONMENT PROVIDING AN INSPIRING CULTURE OF ENQUIRY FOR STUDENTS AND TEACHERS.

A central objective of the Maths School is to promote a culture of outstanding teaching and learning in mathematics. It provides a culture and conditions where students have the support to flourish and where staff have the time to work with students individually and to reflect together on how continuously to improve teaching and learning in mathematics.

The Maths School provides students with an environment in which mathematical ideas are part of everyday conversation – extending well beyond the examination syllabus.

THE STUDENT AT THE HEART OF EVERYTHING

The learners' needs will be at the heart of all the Maths School does. The Maths School's focus, first and foremost, is to provide an education that enables gifted young mathematicians to flourish and succeed.

The Maths School welcomes and encourage applications from talented mathematicians, regardless of their background. The approach to recruitment and marketing, and the ethos of the Maths School, ensures that all parts of our community feel that they are welcome and would flourish in the inclusive and supportive community.

The student voice will be important in informing the learning environment. The Maths School recognises that learners are individuals, each with their own specific needs. The Maths School provides a safe, caring and supportive structure in which they can work. A holistic package of care will be in place, reflecting the needs of the individual. The Maths School seeks to develop the whole person in order that the mathematician can flourish.

INSPIRING THE NEXT GENERATION

Graduates from the Maths School will not only be highly qualified students but will have the high-level skills to be ready to excel on mathematics-related degrees at the very best universities. The enriched curriculum and links to Lancaster University and employers equips students with the necessary skills and experience to succeed at degree level and beyond, providing the UK with high performing mathematicians ready to work in business and industry.



CREATING A COLLABORATIVE LEARNING COMMUNITY

The Maths School is committed to extensive and ongoing outreach work. This work is central to identifying the most able mathematicians and to breaking down the barriers preventing some of the talented from continuing studying mathematics beyond GCSE level.

A significant opportunity is provided by the Central Lancashire Maths Hub located at the Maths School's partner institution, Cardinal Newman College. The Maths School works with the Maths Hub to promote the study of mathematics, to encourage the best mathematicians to progress to the school, to identify the talented and to promote a collaborative community sharing best practice in mathematics teaching and learning.

Staff from Cardinal Newman College and Lancaster University provide a significant resource for collaboration. They make a significant contribution to a Maths School outreach programme focused on widening participation.

A LASTING CONTRIBUTION TO THE UK ECONOMY

As part of a developing national network of Maths Schools, the Maths School enables the country's most able students to come together and thrive. In turn, due to the learning environment outlined above, it plays a significant role in contributing to the supply of individually talented people who will make significant contributions to the UK economy. The Maths School also plays its part in raising the status and value of mathematics education across all sectors of society.

ADMISSIONS

The Maths School and their partners focus some of their outreach work on identifying young people at key stage 3 who have a particular aptitude for mathematical study and may need extra support and guidance to succeed at key stage 4. Joint activities with the Central Lancashire Maths Hub and taster days with the Maths School encourage sustained interest from prospective students across a wide area.

The admissions process is clear, fair, transparent and challenging to ensure that students are recruited appropriately and will benefit from and succeed within the Maths School environment. Students will be required to complete and submit an application form, sit an aptitude test and have an interview.

All prospective students with specific needs or Education and Health Care Plans will be supported by specialist staff through the application process to ensure all reasonable adjustments are made, and the process is transparent.



CURRICULUM

The Lancaster University School of Mathematics' curriculum has been created with the needs of the most academically able mathematics students at its heart.

The curriculum consists of A Level Mathematics and Further Mathematics, an additional A-Level (usually Physics and as a fourth option (depending on the individual student, students at the Maths School may also study an AS Level, for 4 periods a week in year 12, and/or undertake the Extended Project Qualification (EPQ in Y13, for 1 period a week, with self-study time. Students may also undertake the LUSoM Award.

Students also have the opportunity to engage with extra-curricula and enrichment activities throughout the week. In addition, LUSoM is well equipped to support students with additional learning needs, to provide outstanding pastoral support and provide support to students with English as an additional language.

For further information about the LUSoM curriculum, please refer to our prospectus which is available to download on the website.

STAFFING

The proposed staffing structure for the Maths School during the first year of opening and when it reaches capacity at year 5 is shown in this link -> <https://bit.ly/3hYWmFp>

GOVERNANCE

Rigby Education Trust is a single academy trust operating the Maths School. Its trustees will be responsible for the governance of the Maths School and committed to its mission of enabling the most able mathematicians from all backgrounds to realise their potential.

The Trustees come from a range of backgrounds. The majority of the initial Trustees have extensive experience in education. The Board includes the Executive Principal who is also the principal of Cardinal Newman College.

The Trust is independent from both Lancaster University and Cardinal Newman College. However, the University and College are vital partners and stakeholders.

Privacy Notice

Job Applications



LANCASTER UNIVERSITY
SCHOOL OF MATHEMATICS



The Rigby Education Trust was set-up to operate and oversee the Lancaster University School of Mathematics.

The Rigby Education Trust is an academy trust and a charity. The Lancaster University School of Mathematics is the charitable activity of the academy trust. Therefore, in this document references to the Maths School apply to the Rigby Education Trust.

As part of any recruitment process, Lancaster University School of Mathematics collects and processes personal data relating to job applicants. The Maths School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The Maths School collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Maths School needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Maths School may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

Why does the Maths School process personal data?

We need to process data in order to consider your application and, if appropriate, your appointment. In some cases, we need to process data to ensure that we are complying with the Maths School's legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Maths School may process special categories of data when it performs an appropriate and proportionate online search on the name(s) of appointed candidates as part of its due diligence process. The purpose of the online search forms part of the college's process in establishing the candidate's suitability to work with children and young people.

The Maths School may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the Maths School's commitment to equality and diversity as well as its public duty under the Equality Act.

Who has access to data?

Your information will be shared for the purposes of the recruitment exercise. This includes the HR team and interviewers involved in the recruitment process.

The Maths School is being supported by Cardinal Newman College which will be handling and holding data relating to job applications and Human Resources functions more generally.

We will not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does the Maths School protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Maths School keep data?

If your application for employment is unsuccessful, the Maths School will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy. Data processed as part of the online search on successful applicants would be deleted on appointment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Maths School to change incorrect or incomplete data;
- require the Maths School to delete or stop
- processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Maths School is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact bdeed@lusom.ac.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Maths School during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.