Salary: Encapsulating Support Staff Scale 4 Point 7-11 FTE

Working Pattern: Term time only, 15 hours per week, Monday to Friday, 9:00-12:00 (times are negotiable), Additional hours may be available during peak times, including the exam season and major school events

About The Cambridge Maths School

Cambridge Maths School (CMS) is a specialist sixth form highly specialised developed in association with the University of Cambridge, which opened in September 2023 with a focus on pioneering learning and increasing diversity in the field of mathematical sciences. The school provides a diverse range of young people with access to a unique educational experience, located in bespoke facilities on Mill Road in Cambridge and is open to A-Level students aged 16 to 19 from across the East of England. All students study maths and further maths and can then choose physics, chemistry, biology or computer science A-Levels. The School aims to attract more female students, those from minority ethnic groups, and socially and educationally disadvantaged backgrounds. It is part of a nationwide network of maths schools. The principal aim of our school is to help prepare more of the UK's most mathematically able students to succeed in maths disciplines at top universities, and address the UK's skills shortage in science, technology, engineering and maths (STEM) subjects.

Our school is seeking an enthusiastic Administrator to join our team on a part-time basis. We're looking for someone who is confident, organised, and ready to take on any challenge. This is an exciting opportunity to make a real impact in the lives of our students.

Job Description

Post: Admin Assistant
Responsible to: Business and Administrative Manager
Start date: Flexible by agreement; however, the earliest available start date is November 2026.

The primary purpose of the role

You will be the first point of contact for students, visitors and staff, helping to create a welcoming and supportive environment at The Cambridge Maths School. The role requires a commitment to inclusion and to providing a high-quality experience that enables students to thrive both during their time at the school and beyond. Professionalism, attention to detail, a friendly and approachable manner, a good sense of humour, resilience, and the ability to start each day with a positive outlook are all essential qualities for success in this role.

The successful candidate will be highly organised, professional and approachable, with excellent communication skills and a strong attention to detail. You will play a key role in supporting students throughout their journey.

Main responsibilities

- Demonstrate the school's vision and values through everyday practice, contributing to a positive, inclusive and collaborative culture.
- Provide a professional, friendly and efficient administrative service to support the smooth day-to-day operation of the school.
- Act as the first point of contact for students, parents/carers, staff, visitors and external agencies, ensuring enquiries are handled promptly, professionally and effectively.
- Provide a welcoming and efficient reception service during school opening hours, creating a positive experience for all visitors.
- Ensure all visitors are signed in and out in accordance with safeguarding procedures and are met by the appropriate member of staff.
- Manage shared email accounts, responding to enquiries and directing communications to the appropriate colleagues as required.
- Operate the school's telephone system, handling calls efficiently, taking messages and directing enquiries appropriately.
- Receive, sort and distribute incoming mail and deliveries, and process outgoing post.
- Maintain accurate and up-to-date student records and administrative systems.
- Support the monitoring of student attendance and punctuality, following up concerns and locating students where required.
- Maintain school calendars, diaries and booking systems to support effective organisation and communication.
- Assist with the planning, preparation and administration of school events, meetings, open evenings and other activities.
- Prepare rooms, resources and refreshments for meetings and visitors when required.

- Check and accept deliveries, ensuring items are distributed promptly and reception areas remain organised and secure.
- Provide first-line support for students who are unwell, liaising with parents/carers and staff as appropriate.
- Undertake a range of administrative tasks, including correspondence, filing, record keeping, photocopying, scanning, collating resources and preparing documentation.
- Support administrative processes relating to student admissions, enrolment and induction.
- Assist with school communications, including the distribution of messages, newsletters, notices and information to parents/carers and students.
- Support the effective organisation of the school environment, ensuring compliance with health and safety requirements.
- Attend relevant meetings, training and professional development activities, supporting the implementation of new initiatives and procedures.
- Provide administrative support to colleagues and departments across the school as required.
- Provide administrative support for the school's outreach programme
- Handle confidential information in accordance with GDPR, the Trust's privacy policies and data protection procedures at all times.
- Contribute positively to a culture of high expectations, continuous improvement and professional excellence.
- Support the school's commitment to inclusion, wellbeing and student success.
- Undertake First Aid training and assist with maintaining first aid supplies and records as required.
- Support the administration and invigilation of examinations (training will be provided), working closely with the Exams Officer to ensure exams run smoothly and in line with regulations.
- Promote and safeguard the welfare of all students by adhering to the school's safeguarding, child protection, behaviour and wellbeing policies.
- Support a safe, respectful and positive learning environment by upholding the school's expectations for behaviour, attendance and conduct.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

Person Specification

ESSENTIAL

- GCSE grade C/4 in English and Mathematics (or equivalent)
- Knowledge/experience using Microsoft Office
- Excellent, confident interpersonal communication skills
- Good organisation skills including personal workload organisation and diary management
- Able to work accurately and meet deadlines (attention to detail is a must)
- Experience of working within a customer service office environment
- Is able to positively contribute to the Cambridge Maths School team
- Able to work without close supervision and enjoy working on own initiative
- Excellent timekeeping
- Flexible and willing to help with various activities
- Has a positive attitude towards inclusion
- Will respect parents and carers as partners and involve them in the education and learning community of their children
- Ability to communicate effectively with all members of the school and wider community to facilitate partnerships between school and home.
- Is prepared to work collaboratively with a wide range of professionals
- Ability to deal with confidential information sensitively and appropriately in line with school and trust policies.
- Is prepared to undertake training appropriate to the role
- Ability to use ICT
- Empathy with the ethos and values of ELA and CMS a commitment to working collaboratively with the Trust and embedding the Trust ethos and values in the school.
- Commitment to young people's wellbeing, safeguarding and development
- A positive 'can do' attitude, shared with students and colleagues to build and sustain a great team ethos
- High levels of resilience and determination
- Role model of best practice, with a professional manner that motivates others and inspires confidence, trust and respect
- Flexibility and willingness to adapt quickly and effectively to changing situations/circumstances.
- Approachable, open-minded and a good sense of humour

DESIRABLE

- Relevant IT training/qualification
- Knowledge / experience using SIMS
- Recent experience (including as volunteer) of working in a school office.
- Experience of working with children/Young people
- Experience in delivering first aid
- Good current typing speed
- Knowledge of current child protection guidance, safeguarding, and health and safety requirements.

CAMBRIDGE MATHS SCHOOL

EASTERN LEARNING ALLIANCE

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people and to be committed to promote diversity and equality for all.

Additional Information

The Eastern Leaning Alliance Multi-Academy Trust is committed to equal opportunities, safeguarding and the promotion of the welfare of children, young people and vulnerable adults. All staff are expected to share this commitment and undergo the appropriate checks. All positions within the Trust are subject to enhanced DBS checks and satisfactory references. **Only applications submitted using the ELA application form will be accepted. We do not accept applications by CV.**

Why Join Cambridge Maths School?

Working at CMS offers a unique opportunity to help shape one of the UK's most innovative and academically ambitious schools.

We offer:

- Exceptionally motivated and intellectually curious students.
- A collaborative, ambitious and supportive staff team.
- Close links with the University of Cambridge and leading organisations across academia and industry.
- Outstanding opportunities for professional development and leadership growth.
- A genuine opportunity to shape the future direction of a growing and successful school.
- A reduced teaching allocation to support leadership responsibilities.
- Extensive opportunities to contribute to outreach, university partnerships and widening participation initiatives.

What can ELA offer you?

ELA provide sector-leading staff benefits alongside bespoke, high-quality CPD programmes, cross-trust events, and exceptional opportunities for career development within our innovative family of schools.

ELA staff benefits include:

- Reduced contact time to enable professional development;
- EAP with access to counselling & physiotherapy;
- Health care cash plan
- Paid annual family day;
- Extensive discount club access;
- Cycle to work scheme;
- Enhanced parental leave;
- Flexible work practices;
- Laptop & mobile phone payment plans;
- Generous annual leave allowance for support staff;
- Discounted gym membership for all staff.

Safeguarding

The Eastern Learning Alliance is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to an enhanced DBS check and all relevant pre-employment checks.

Application Process

Applicants should complete the Eastern Learning Alliance application form and submit a supporting letter of no more than one side of A4 outlining:

- Your reasons for applying.
- What strengths and experience you would bring to the role.
- Your style and approach.
- Why you believe you are suited to this opportunity.

Please ensure your form and cover letter are returned to Business and Administrative Manager for Cambridge Maths School recruitment@cms.tela.org.uk
For further information, please contact us via email provided above

Closing Date: 10/11/2026
Interview Date: To be confirmed

Due to the high volume of applicants, we receive for certain roles, we reserve the right to close a vacancy earlier than the advertised date if we have received applications that reach the criteria. If you have not received a response within one week of the closing date, please assume that your application has not been successful on this occasion.