

Sep



Maidstone Grammar School  
*for Girls*

Teach  
Computing



# Computing Hub Administrator

Required for September 2024

Part-Time Term Time: 20 hours flexible working hours per week  
plus INSET days and 20 directed hours

Kent Scheme Salaries 5

Actual salary from £11,565 to £12,028 per annum





# The Post

Computing Hub Administrator  
Required from September 2024  
Part-Time 20 hours flexible working hours per week  
plus INSET days and 20 directed hours  
Kent Scheme Salaries 5  
Actual salary from £11,565 to £12,028 per annum

Due to the expansion of the Computing Hub and increased regional responsibilities, we are seeking an enthusiastic, dynamic and efficient Computing Hub Administrator to join our team of committed professionals. The successful candidate will provide administrative support to the NCCE Maidstone & Kent Regional Computing Hub, for example, maintaining diary, providing all training course administration, booking meetings and conferences, liaising with schools, producing promotional materials, coordinating physical computing kit loans and assist the Computing Hub Project Manager.

Strong IT skills are essential as the administrator will be required to access/maintain databases, extract and analyse data reports from online systems, co-host online training sessions and create digital communications (systems training will be provided). Previous administration experience is highly desirable and experience of working in a school environment would be an advantage. Candidates should have a confident, helpful and professional manner.

## Job Description

<b>POST TITLE</b>	Maidstone & Kent Computing Hub Administrator
<b>GRADE</b>	Kent Range 5
<b>HOURS</b>	20 flexible working hours per week, term time plus INSET days and 20 direct hours, working over 3 - 5 days
<b>RESPONSIBLE TO</b>	Computer Hub Project Manager
<b>REPORTING TO</b>	Computer Hub Project Manager

**Summary of Job:** This role is to provide administrative support to the Maidstone & Kent Computing Hub activities and assist the Computing Hub Project Manager.

- Provide support to maintain the day-to-day work of the Computer Hub, for example, maintaining diary, providing all course administration, booking meetings, conferences, travel arrangements, liaising with schools, producing promotional materials, coordinating physical computing kits
- Provide data by extracting and analysing data to produce reports from online systems
- Liaising with all staff including computing hub project manager, primary leads, secondary leads, regional coordinator hub leads and facilitators
- Providing help and support to any teachers or school within our areas who contact the computing hub requesting support or information
- Monitor course engagement and participation levels
- Supporting facilitators by providing them with all relevant administration such as professional development course materials and resources
- Support outreach to schools by providing support on any marketing campaigns that are being organised by the Computing Hub Project Manager and ensuring all schools are aware of the services of the Computer Hub
- General upkeep and maintenance of the Computing Hub social media platforms and website
- Maintain Computing Hub database of contacts
- Provide administration support for the activities of the regional coordination functions
- Assisting in the promotion of the Computer Hub at whole school events e.g. 11+ Open Event, Mornings and Afternoon and Sixth Form Open Evening, in addition assisting other members of support staff with whole school events such as Speech Day.

- Attending NCCE, STEM Learning and other relevant external events to promote and support the work of the Computing Hub
- Arranging meetings, producing minutes and relevant reports as required.
- To be available on an occasional ad hoc basis to take part in supervising lessons, school trips, taking responsibility for a group of students.
- To fulfil any other tasks reasonably requested by the line manager and Headteacher, (e.g. supporting the school's administrative team).

**Managing Staff and Finances**

- None

**Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.

**Staff & Others Line Managed by the Post Holder:**

None

## Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	<b>Characteristics</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● A good standard of education including literacy and numeracy (at least GCSE Mathematics &amp; English)</li> <li>● Ideally A level qualifications or equivalent</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Capacity for hard work with a proactive approach, along with high expectations of self and students</li> <li>● Ability to communicate clearly in person, electronically or by telephone</li> <li>● Ability to work independently as well as part of a team</li> <li>● Strong organisational skills and ability to prioritise own workload</li> <li>● Flexible and open minded approach to completion of work</li> <li>● Ability to work to deadlines with excellent time management</li> <li>● Willingness and desire to learn and use new technologies</li> <li>● Genuine interest and passion in developing Computer Science in schools</li> <li>● Willingness to work flexible hours as and when required.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>● Excellent communication skills, verbal and written</li> <li>● Creating and generating reports from information management systems</li> <li>● Understanding of communication and social media use in a professional environment</li> <li>● Advanced skills in a wide range of IT technologies including cloud based services such as GSuite for Education and an ability to design promotional materials.</li> </ul>

<b>Experience and Training</b>	<ul style="list-style-type: none"> <li>● Experience of working in a customer focussed, service driven environment</li> <li>● Experience of providing administrative support for a team of professionals</li> <li>● Experience of working within a team to support meeting targets and deadlines</li> <li>● Willingness to complete appropriate training and professional development.</li> </ul>
--------------------------------	--

## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

## The Application Process

Application forms and full details can also be found on our Vacancies page on our website: <https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Teaching and Support Staff references will be requested prior to interview.

## Important Dates

\*Closing date for applications: 8am on 15th August 2024

\* Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

# About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

*"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."*

*"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."*

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Regional Computer Hub, awarded by the Department for Education in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

## Our Results

### GCSE and A Level Exam Results 2023

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise.



We

are pleased to report our summer results for 2023 that re-enforce Ofsted's quote, "The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless."



Summer 2023 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.

We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

## The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
  - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
  - CPD days and a range of workshops delivered through twilight
  - Performance development opportunities
  - Relevant external CPD training courses
  - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
  - Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
  - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
  - Statutory sick pay
  - Access to individual coaching to support you in achieving your career aspirations at MGGS
  - Support Line - a free confidential service that offers up to 7 counselling sessions a year

- An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only with a six month lead in period for full benefits):
  - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
  - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
    - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
      - Discounts on train tickets, ferries and coaches, savings on holidays and flights
      - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
      - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.*