



Maidstone Grammar School
for Girls

Non sibi sed omnibus

**Project Manager
for
Kent & East Sussex Computing Hub & Regional Area Manager**

Required for October 2024

Full-time Term Time plus 4 directed weeks

Kent Scheme Salaries 8: £28,995-£32,769 per annum pro rata
(Equating to £27,340-£30,898 per annum full-time term time
plus INSET and 3 directed weeks)

We are seeking an enthusiastic, dynamic and efficient Computing Hub Project Manager to join our team of committed professionals. The successful candidate will lead and manage both the Maidstone & Kent Computer Hub activities and the requirements of the regional coordinator role, providing the key link between the National Centre for Computing Education (NCCE), all schools in MGGS designated area, MGGS's facilitators and the Computing Hubs within the South East region.

Key responsibilities include:

- Working alongside the Computing Hubs Leads to plan and schedule events to ensure that the NCCE Key Performance Indicators are met by the given timeframes for the South East Regional Computing Hubs.
- Working alongside the Regional Coordinator Lead to plan and schedule events that ensure that the NCCE Key Performance Indicators for the Regional Coordinator Hub are met by the given timeframes.
- Liaising with all hub staff including administrator, primary leads, secondary leads, regional coordinator hub leads and facilitators
- Supporting the Primary & Secondary Hub Leads in their role, liaising with NCCE and other schools when appropriate.
- Coordinate regional School Level Support in particular the secondary Subject Matter Experts working with schools not offering GCSE Computer Science and facilitating engagement with cross regional school trusts.
- Organising and scheduling the day-to-day work of the Computer Hub, for example, maintaining diary, booking meetings, conferences, travel arrangements, liaising with schools, producing promotional materials.
- Coordination of the National NCCE remotely delivered CPD offer including appropriate marketing and communications activity across their region which results in effective recruitment of participants to CPD activity.
- Provision of a vital first-line-of-support for the Physical Computing Kits within their region – holding a limited supply of spare parts and coordinating replacements.
- Coordination of professional development leader talent pools to ensure the breadth of expertise is appropriate to meet need. This includes building and developing the talent pool, coordination and

delivery of regional Professional Development Lead (PDL) training events for new and existing PDLs;

- Contribution to training webinars, induction programmes and drop-in sessions designed to upskill other NCCE/STEM network partners.
- Leading on outreach to schools within the school's region to ensure engagement with the Computer Hub by creating marketing campaigns and ensuring all schools are aware of the services of the Computer Hub.
- Being responsible for Social Media campaigns and communications, and promoting the Computer Hub via digital as well as traditional media. Using the school's website and social media platforms to regularly promote the Computer Hub
- Monitoring the impact of the Computer Hub and measuring its performance.
- 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 events to promote and support the work of the Computing Hub.
- Arranging meetings, producing minutes and relevant reports as required.
- To fulfil any other tasks reasonably requested by the line manager and Headteacher, (e.g. supporting the school's administrative team), including supervising lessons on an occasional basis.

Managing Staff and Finances

- Be responsible for the management, training and supervision of Computing Hub Administrator.
- Managing Computing Hub budget and funding processes

The postholder is required to work for 42 weeks per year and will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1250 students with a mixed sixth form of approximately 340. MGGs has been appointed by the Department for Education as a Regional Computer Hub 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. 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 and healthcare scheme.

“Maidstone Grammar School for Girls is an outstanding school” (Ofsted March 2023)

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. 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

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/>

Full details and an application pack are available from the school's website <https://www.mggs.org/joining-us/join-our-team/vacancies/>

Applications 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.

Closing Date: 8am on 13th September 2024

Interviews: 17th September 2024

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.

The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as “spent” in relation to the applicant’s suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.



A forward-thinking community with a tradition of excellence