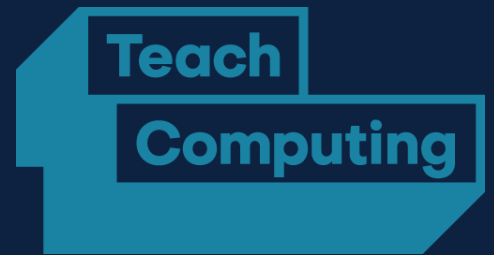




Maidstone Grammar School  
*for Girls*



# Computing Hub Project 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)



# The Post

Computing Hub Project Manager

Required for October 2024

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(equating to £27,340-£30,898 per annum)

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.



## The Team & Our Facilities

The post holder will report to the Computing Hub Lead responsible for the Computing Hub and will manage the part-time Computing Hub Administrator.



## Job Description

POST TITLE	Kent & East Sussex Computing Hub & Regional Area Project Manager
GRADE	Kent Range 8
HOURS	37 hours per week, term time + INSET + plus 3 directed weeks
DATE	August 2024
RESPONSIBLE TO	Computer Hub Lead
REPORTING TO	Computer Hub Lead

Summary of Job: This role is to 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 Computer Education (NCCE), all schools in MGGS designated area, MGGS's facilitators and the



## Computing Hubs within the South East region.

- 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
- Coordination of 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 needs. This includes building and developing the talent pool, coordination and delivery of regional training events for new and existing delegates;
- 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
- 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.
- Using the school's website and social media platforms to regularly promote the Computer Hub
- 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

## 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:  
Computing Hub Administrator

## 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.

	Characteristics
Qualifications	<ul style="list-style-type: none"> <li>• Degree or equivalent qualification</li> <li>• Relevant qualification in Marketing, Public Relations or Computing.</li> </ul>
Personal Qualities	<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 be persuasive and persistent in pursuit of goals</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>• Confident in event management eg speaking to groups people</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>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to think outside the box with a logical approach to problem solving</li> <li>• Excellent communication skills, verbal and written</li> <li>• Ability to create campaigns using both traditional methods and on social media</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>
Experience and Training	<ul style="list-style-type: none"> <li>• Extensive experience of working in a customer focussed, service driven environment</li> <li>• Experience of successfully delivering projects</li> <li>• Experience of marketing a project or experience</li> <li>• Willingness to complete appropriate training and professional development.</li> </ul>

## The Application Process

Application forms and full details can 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 13th September 2024

Interview date: 17th September 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](#).

## 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/>

## 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 2024

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 2024 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 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):
  - 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.*



