



Maidstone Grammar School  
*for Girls*

*Non sibi sed omnibus*

## **Computer Hub Co-ordinator**

**Required from October/November 2019**

Part-Time Term Time plus INSET Days, 22.5 hours per week

**Kent Scheme Salaries 8: £25,238-£28,781 per annum pro rata**

(equating to £12,992-£14,816 per annum)

We are seeking an enthusiastic and dynamic individual to join the Computer Hub Team at MGGS. This role is to co-ordinate the Computer Hub activities, providing the key link between NCCE, all schools in MGGS designated area and MGGS's facilitators.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1250 students with a mixed sixth form of approximately 320. Since July 2019 we have been appointed by the Department for Education as a 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.

Key areas of the role are:

- Organising the day-to-day work of the Computer Hub, for example, maintaining diary, booking meetings, conferences, travel arrangements, liaising with schools, producing promotional materials.
- Supporting the Computer Hub Lead in their role, liaising with NCCE, other schools when appropriate.
- Being responsible for the administration within the school of the Computer Hub; organising all training sessions, submitting all returns to NCCE and ensuring events occur as planned
- 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 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 member of support staff with whole school events such as Speech Day.
- Arranging meetings, producing minutes and relevant reports as required.
- Using the school's website and social media platforms to regularly promote the Computer Hub
- Work with the Marketing manager specifically in relation to Computer Hub events which relate to primary schools

***"Maidstone Grammar School for Girls is an outstanding school" (Ofsted)***

Full details and an application pack are available from the school's website [www.mggs.org](http://www.mggs.org) Applicants should complete our application form and email, along with covering letter, to the Headteacher's PA. If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org)

**Applications welcomed immediately**

**Closing Date: 8am on Tuesday, 24th September 2019**

**Interview Date: Friday, 4th October 2019**

*A forward-thinking community with a tradition of excellence*