



Headteacher: **Alan Gray** B.Sc. M.Sc., F.R.S.A.  
The Ridgeway, St Albans, Herts, AL4 9NX  
NOR 1710 with 500 in the Sixth Form

**Computing Hub Regional Administrator**  
**20 hours per week, term time only (38 weeks)**  
**Salary: H5 (pro rata salary range £23,857-£26,072)**  
**Actual Salary: range £10,780 - £11,703)**  
**Start date: May/June 2023, fixed term to 31<sup>st</sup> August 2025**

Sandringham School is a highly popular, outstanding and World Class school situated in the picturesque city of St Albans, conveniently located just 20 minutes by train from St Pancras.

Sandringham Computing Hub, based at the Alban Teaching School Hub, Sandringham School is part of the National Centre for Computing Education, funded by the Department for Education to support teachers to deliver a world class computing education in all schools. We are one of over 30 hubs across England, and have been highly successful, leading to further expansion. Computing hubs are the local face of the National Centre for Computing Education and arrange high quality CPD for teachers across regions as well as supporting clusters of schools to improve their Computing education provision. The National Centre is run by STEM Learning UK who receive funding from the Department for Education.

This role has come about as part of a new responsibility to co-ordinate the work of the London Computing Hubs. This exciting new development will see Sandringham Computing Hub taking a lead on the work of four hubs around London.

**The successful candidate will have/be:**

- good project management skills
- good customer service skills, able to liaise with a range of teachers and other coordinators across the network
- a confident user of technology, ability to use database software and marketing mailing applications
- a good understanding of social media platforms and their use for marketing courses and promoting the work of the London hubs
- ability to create content for social media platforms that will engage a wide demographic of teachers in our offering
- ability to manage complex scheduling tasks and drive them through to completion in a timely manner
- a good awareness of data compliance and ability to comply with data security and GDPR

**What can we offer you?**

- A dedicated staff who are enthusiastic and who want the best for students
- Coaching provision for all those new to the school
- A state of the art learning campus which is fully resourced
- Staff can benefit from the school's children of staff admission rule
- Cycle to work scheme which is part of the school's sustainability strategy
- We have recently been awarded the MIND Bronze Wellbeing Accreditation and are committed to supporting the mental, physical and emotional wellbeing of staff and students in the school.

Sandringham School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply.

Sandringham is part of the **Alban Academies Trust**. The school leads the **Alban Teaching School Hub** and is also a designated **Computing Hub**.

**Application deadline: 9am on Tuesday, 18<sup>th</sup> April 2023**

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate. Full details are available from our website [www.sandringham.herts.sch.uk](http://www.sandringham.herts.sch.uk) or [www.teachinherts.com](http://www.teachinherts.com). Applications should include a completed AAT Support Staff Application Form, together with other documentations if deemed relevant to the post, and sent to: Lukey Lee, HR Administrator, Sandringham School, The Ridgeway, St Albans, AL4 9NX, Tel 01727 799560.

Email [appointments@sandringham.herts.sch.uk](mailto:appointments@sandringham.herts.sch.uk)



Sandringham School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references. We are strongly committed to promoting equality of opportunity and the elimination of unlawful discrimination.