
Sandringham School Academy Trust

Job Description



Job Title:	Computing Hub Regional Administrator
Hours:	20 hours per week, term time only
Salary:	H5 per annum pro rata
Start Date:	May/June 2023, fixed term to 31 st August 2025

Background

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.

Core Accountabilities

- Ensure the efficiency of the SMEs (Subject Matter Experts) by regularly liaising with them to ensure they are working towards achieving their KPIs.
 - Support the SMEs work by contacting schools and arranging meetings to create action plans.
 - Using data on school engagement and current Computing and Computer Science Provision to help the Computing Hub leads to develop an evolving engagement strategy for schools.
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Key Tasks

Purpose of job

- To work alongside the computing hub leads to co-ordinate all regional computing hub work
- To help to build networks across our hub region
- To co-ordinate the administrative 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.

Main areas of responsibility

Programme management

- Maintaining collaborative working relationships with STEM Learning teams to embed and improve best practice at an operational level, and to disseminate information to all those who deliver administrative support functions across the area.
- Coordinated planning and scheduling of remotely delivered computing CPD throughout the region,
- Provision of high-quality course administration duties for remote activities i.e., delivery platform, event management, participant communications
- Effective implementation of all STEM Learning systems to ensure compliance.
- Provision of appropriate marketing and communications activity which results in effective recruitment of participants to CPD activity.

- Report to the Computing Hub leads and work with the computing hub leads to refine and evolve the reach and engagement planning.
- Provision of a vital first-line-of-support for the Physical Computing Kits within their region for schools to loan.

Key skills and experience:

- Good project management skills
- Good customer service skills, able to liaise with a range of teachers and other coordinators across the network
- 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

Supervision

- The majority of this work will be undertaken without supervision but in partnership with the computing hub leads
- Liaison over work takes place, and matters of policy are discussed, as the need arises with the computing hub leads

Line Management

- Formal line management meetings will take place regularly and on an ad hoc basis at the request of either the line manager or the post holder

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.