Sandringham School
Job Description

Background
The core work of the Alban Teaching School Hub (Alban TSH) Project Administrator will be driven by the Director of the Alban Teaching School Hub

Core Accountabilities
1. Administrative support to the Sandringham Computing Hub and Alban TSH
2. Promotion of the Sandringham Computing Hub and Alban TSH
3. Administrative support for grant funded projects for the Alban TSH

Key Tasks

Purpose of job

To play a key role in the development of the Computing Hub at Sandringham School, ensuring that we deliver excellence in promoting the programmes and initiatives across our designated region in line with STEM and NCCE expectations.

Main areas of responsibility

Course administration and delivery for the Sandringham Computing Hub

- Liaise with facilitators to agree on date / time of courses
- Create courses on Dynamics
- Monitor participant numbers on courses and create Adobe Connect / STEM Community links as appropriate
- Help to market courses through social media channels and email
- Host courses during working hours e.g. 9am – 3pm
- Send joining instructions to booked participants and administer STEM community groups
- Follow-up email / STEM community communications with participants
- Track attendance on courses, including gap task completion, and update records on Dynamics accordingly, working with facilitators if participants have outstanding tasks etc
- Process invoices from facilitators where applicable and track as appropriate
- Maintain Computing Hub databases/mailing lists

Marketing and communication of the Sandringham Computing Hub

- Provide timely and tracked communications to relevant parties through email and social media, using our CRM
- Update website with course and booking details

Communication for Sandringham Appropriate Body Services

- Provide timely and tracked communications to schools, early career teachers and mentors
- Update website with course and booking details
- Monitor onboarding schedule and report submissions

Administration

- Supporting the Alban TSH conference and other hub events
- Dealing with enquiries through a variety of channels
- General administration as required

Key skills and experience:

- Confidence with using all Microsoft Office programmes
- Extensive experience of administrative procedures
- Accuracy and attention to detail are of paramount importance
- Flexible and adaptable approach
- Ability to think clearly and to think ahead
- Confidence and 'presence' to welcome facilitators and delegates from a range of schools, from leadership to newly qualified teachers.

General responsibilities

- To ensure all work carried out is in line with the schools' policies and the Sandringham Computing Hub remit
- To liaise with students, staff, parents, and other stakeholders as a key representative of the Alban TSH

Supervision

- The majority of this work will be undertaken without supervision but in partnership with the Director of the Alban Teaching School Hub.
- Liaison over work takes place, and matters of policy are discussed, as the need arises with the Teaching School Hub Business Director or the Director of Teaching of Teaching School Hub.

Line Management

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

This job description will be reviewed annually and 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.