

**MAIDSTONE GRAMMAR SCHOOL FOR GIRLS**  
**JOB DESCRIPTION**

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| <b>POST TITLE</b>     | Computer Hub Co-ordinator  |
| <b>GRADE</b>          | Kent Range 8   |
| <b>HOURS</b>          | 22.5 hours per week, term time + INSET days<br>(This job has the potential to increase in hours over time) |
| <b>DATE</b>           | September 2019   |
| <b>RESPONSIBLE TO</b> | Computer Hub Lead  |
| <b>REPORTING TO</b>   | Computer Hub Lead  |

**Summary of Job:** 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.

- 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
  - 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.
- 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:**

None

Signature \_\_\_\_\_

Date \_\_\_\_\_

Line Manager \_\_\_\_\_

Date \_\_\_\_\_