

# BISHOP CHALLONER CATHOLIC COLLEGE



# JOB VACANCY

## Computing Hub Administrator

Principal - Dr J Coughlan

Institute Road, Kings Heath, Birmingham, B14 7EG

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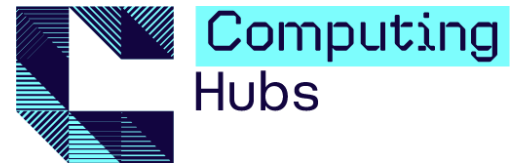
**CES Rehabilitation of Offenders Act 1974 – Disclosure Form**

(see separate Word document)

# JOB ADVERT



<b>Vacancy:</b>	<b>Computing Hub Administrator</b>
<b>Location:</b>	Challoner House, 21 Institute Road, Kings Heath, Birmingham, B14 7EG
<b>Grade/Salary:</b>	£23,194 - £29,439 pro rata (Grade 3)
<b>Actual Salary:</b>	£13,951 - £17,707
<b>Hours:</b>	25 hours per week, term time only
<b>Responsible to:</b>	Computing Hub Regional Coordinator
<b>Start date:</b>	1 <sup>st</sup> September 2023
<b>Contract length:</b>	12 month fixed term contract
<b>Application deadline:</b>	Thursday, 13 <sup>th</sup> July 2023, 1pm
<b>Interview date:</b>	Tuesday, 18 <sup>th</sup> July 2023



Contact [c.taylor@bishopchalloner.bham.sch.uk](mailto:c.taylor@bishopchalloner.bham.sch.uk) for more details or to discuss your application.

## About Bishop Challoner Catholic College

Bishop Challoner Catholic College is a large high-performing secondary school. As a school we have national designations as a Computing Hub, Maths Hub and Science Learning Partnership (SLP). We are also a Training School, Bishop Challoner Training School Alliance (BCTSA), delivering initial teacher training programmes and courses for teachers and other staff in schools for leadership development. Bishop Challoner Catholic College is also a Microsoft Showcase School.

The Designation Teams are based in our Training Centre, Challoner House, which is situated on the opposite side of the road to the school.

As the Birmingham and Central Midlands Computing Hub we are a key part of the National Centre for Computing Education's (NCCE) programme to deliver a world-class computing education in all schools in England. We provide primary and secondary schools/colleges with high-quality courses, teaching and learning resources, and school level support. We are also the Computing Regional Coordinator Hub for the West Midlands and the South West regions.

The Computing Hub Team consists of the Computing Hub Lead, Secondary Lead, Primary Lead, Regional Lead, Regional Coordinator, as well as external facilitators/Professional Development Leads (PDLs) and Subject Matter Experts (SMEs) who provide school level support.

We are looking to appoint an Administrator to support the Computing Hub Team, working collaboratively with the Maths Hub, SLP and Training School staff.

For an application pack, please contact Lorraine Houldcroft, PA to the Principal on 0121 444 4161 or visit our website [www.bishopchalloner.org.uk/vacancies](http://www.bishopchalloner.org.uk/vacancies) - please note all applications have to be on the CES support application form.

Email applications to Lorraine Houldcroft: [recruitment@bishopchalloner.bham.sch.uk](mailto:recruitment@bishopchalloner.bham.sch.uk)

**Closing date for applications is: Thursday 13<sup>th</sup> July, 1pm**

# JOB DESCRIPTION



**Post:** Computing Hub Administrator  
**Reports to:** Computing Hub Regional Coordinator  
**Start Date:** September 2023

The post holder will actively contribute to the effective communication and marketing of programmes/events and other activities using multiple forms of media. In addition, you will ensure that the course booking systems contain the most up to date information and you will support the smooth running of courses both remotely and in person. The nature of the post involves the willingness to work flexibly.

## **Purpose**

To play a key role in the development of the Computing Hub Programme at Bishop Challoner Catholic College, ensuring that we deliver excellence in promoting the programmes and initiatives across our designated region in line with NCE and DfE expectations.

## **Main areas of responsibility**

### **General:**

- Provide administrative support for the Computing Hub Programme.
- Maintain Computing Hub databases and mailing lists.
- Keep events and information up to date on website pages.
- Work with the Computing Hub Leads to plan and prepare for courses, events, meetings, webinars etc.
- Assist in the storage, lending out to schools and tracking of the Physical Computing Kits.
- Assist in the provision of first-line support for the Physical Computing Kits in the West Midlands and South West hub areas.
- Promote upcoming activities via email, newsletters, partner networks, websites etc.
- Promote Hub activities and courses on relevant social media channels.
- Analyse data and other information, produce reports where relevant, to support discussions in weekly and other meetings.
- Provide support in preparing monthly/annual reports and progress reviews.
- Liaise with school finance team for payments to venues, PDLs (Professional Development Leads) and other staff.
- Work collaboratively with and support other Designation Teams for joint marketing strategies, relevant communications and sharing of best practice.
- Work collaboratively across the Designation Teams to support events and key activities.
- Attend training and development courses as required.

### **Management of courses and other activities:**

- Liaise with PDLs regarding dates/times of courses and other staff providing school support.
- Schedule courses, events and school support on dedicated IT systems.
- Remote courses: organise and host courses on delivery platform.
- Face to Face courses:
  - liaise with venues and arrange key logistics
  - ensure PDLs and delegates have relevant information and joining instructions
  - prepare course materials, putting together delegate packs.

- For courses held at Challoner House:
  - book rooms, order lunch and organise other refreshments
  - ensure layout of training facilities are as required and resources, including IT equipment, and other materials are available
  - meet and greet delegates, provide IT and other support during course delivery.

# PERSON SPECIFICATION



Qualities and Attributes	Essential	Desirable
<b>Qualifications and Experience</b>		
GCSEs (or equivalent) in English and Maths at minimum grade C or Level 4	✓	
A levels or equivalent Degree		✓
<b>Knowledge &amp; Experience</b>		
Experience of administrative procedures	✓	
Working as part of a team	✓	
Knowledge of social media	✓	
Experience of organising, running and evaluating events and activities		✓
Experience/knowledge of marketing		✓
<b>Skills/Abilities</b>		
Excellent written and verbal communication skills	✓	
Strong organisational and time-management skills	✓	
Accuracy and attention to detail	✓	
Ability to problem solve and use initiative	✓	
Provide a good level of customer service	✓	
Excellent IT skills including Microsoft Word, Outlook and Excel	✓	
Ability to manipulate data and create reports	✓	
Flexible approach and attitude	✓	
Enthusiastic, highly motivated and keen to learn	✓	
Knowledge of Microsoft Teams		✓
Experience of website management		✓
<b>Other Attributes</b>		
Fully committed to safeguarding the wellbeing of children and young people	✓	
Committed to promoting Equality, Diversity and Inclusion	✓	
Supportive of the Catholic ethos of the school	✓	

References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.