



JOB DESCRIPTION

Job Title	HUB Manager
Grade	Scale 12 point 43-48
Reports to	CEO SAT via Director of Finance
Liaison with	Headteachers, Heads of Departments, Heads of faculty, teaching and support staff of the school, the Senior Management Team of the school, outside contractors and suppliers
Duties	<p>The main responsibilities include:</p> <ul style="list-style-type: none"> • Key responsibility is to maintain all aspects of ICT across the Trust in conjunction with the other Hub Manager. This involves budget planning and hardware maintenance to a highly technical level • To Manage ICT support staff effectively and carry out annual performance reviews • To provide Network Administration and Management by taking responsibility for the integrity, backup, update and operation of all the servers, IT equipment, and telephone systems operated within the Trust • Together with the other HUB Manager, assess the need to upgrade network systems, plan and submit proposals on the overall applications strategy and evolution of systems whilst making best use of new and existing technologies and techniques • Establish, maintain and review business continuity and disaster recovery plans, processes and procedures for the Trust, ensuring appropriate resilience is in place for IT systems and infrastructure and carry out penetration testing • To give holistic Trust wide advice to the Director of Finance with respect to school requirements, upgrades, new technologies and developments • Lead on or advise on all technical aspects of IT projects, setting priorities for teams and project participators at a detailed level, ensuring best value from support and development budgets • Provide reports to Management and Trustees of the Trust as requested



	<ul style="list-style-type: none"> • To effectively manage or co-manage large ICT projects across the Trust • Taking on issues that have not been resolved by other members of the team. • Due diligence work on schools that may join the trust in future. • Key person for office 365
<p>Specific knowledge and Experience</p>	<ul style="list-style-type: none"> • Basic PowerShell Skills, Candidates should be able to manipulate PowerShell scripts to carry out local or office 365 cloud tasks • Must have knowledge of internal features of office 365 for example use of the admin centres and creation of policies, exchange 365 admin centre. Microsoft Teams and use of its policies, and Microsoft Streams • Candidates should have minimum of 3 years' experience in an education environment • Candidates should have used the following features in Azure Active Directory. Security, Conditional Access, Named locations, Multi Factor Authentication as well as other features that are listed under Azure Active Directory • Have strong experience in installing server operating systems from windows server 2012r2 to server 2022. Have in-depth knowledge for windows server features, for example Active Directory, DFS, Hyper V, Print services, Windows Backup • Budget management experience is essential, you will be required to manage several budgets across the Hub that you are responsible for
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment



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| | <ul style="list-style-type: none">• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade |
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PERSON SPECIFICATION HUB MANAGER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Extensive experience in ICT, to include, Network Management, and ICT Infrastructure Experience in Management Information Systems NVQ level 5 in ICT
	Knowledge of relevant policies and procedures	Detailed knowledge of school policies and procedures
	Literacy	Excellent literacy skills
	Numeracy	Excellent numeracy skills
	Technology	Specialist knowledge of ICT Systems, Networking, Infrastructure and Management Information Systems
Communication	Written	Ability to write detailed, complex reports, letters etc
	Verbal	Ability to exchange complex and sensitive information clearly
	Languages	Seeks to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively to achieve best outcomes
Working with children	Behaviour Management	Excellent understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to ICT actively suggest ways of improvements



	Curriculum/School organisation	Excellent understanding and working knowledge of the school curriculum and the importance of ICT and it's application
	Child Development	Excellent understanding of how ICT contributes to child development
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children Take responsibility for own wellbeing
Working with others	Working with partners	Ability to establish effective relationships with those working in and with school
	Relationships	Ability to establish rapport and respectful and trusting relationships Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Ability to be proactive and initiate action
	Line Management	Able to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Able to resolve complex problems independently and be creative with information



General	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Thorough knowledge of Health and Safety legislation
	Child Protection	Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance