

St Joseph's Institution International School Malaysia

Title	Senior IT Manager
Reports to	Bursar
Department	Central Administration

Primary Purpose:

To facilitate the development & implementation of a shared vision for the comprehensive integration of learning technologies across the school.

To ensure that the vision and its implementation encompasses leadership of learning technologies and innovation across the school in the use of learning technologies; appropriate infrastructure, hardware and software provision; curriculum provision; expectations for achievement and attainment across the whole school; expectations of teaching staff in subject specialism and general teaching roles.

To foster an environment and culture conducive to the realisation of the vision

Key Responsibilities Areas

The Senior IT Manager post is a significant responsibility and influence in terms of decision-making relation to the use of learning of technologies and future of teaching and learning practices in the school.

The Senior IT Manager has a key role to play both in the use of learning technologies to enhance and support teaching and learning practices across the whole school curriculum and the administration of an infrastructure support for learning technologies across the school.

The Senior IT Manager will be responsible for:

- Overseeing and submitting the whole school budget bid for learning technologies for infrastructure, hardware and software to ensure conformation to the vision
- The planning, design and where appropriate the effective modelling of an appropriate learning environment for the use of learning technologies across both schools
- Devising and implementing policies and procedures to maximise student learning through the application of technology
- Maintaining and advanced knowledge of technology operations and concepts, including social, ethical, legal & human issues surrounding the use of technologies
- Reporting and advising on learning technologies at a whole school level to the Leadership Team (ELT)
- Develop innovative network troubleshooting methods that reduce downtime and lower repair costs
- Work closely with departmental managers to determine the maintenance and growth needs of the network

- Responsible for creating and administering disaster plans that will keep the company functional in the event of a crisis
- Lead, manage and direct the team to support all aspects of the IT Support Service, taking operational responsibility for the team, including where day-to-day management has been delegated.
- Produce detailed timelines and implement effective project control for each software release
- Verify application results by conducting system audits of technologies implemented
- Accomplish financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action
- Administer email and anti-virus systems
- Participate in all hardware and software evaluations and maintains vendor contracts
- Maintain quality service by establishing and enforcing organization standards
- Build long term relationships with outside vendors for IT related products and services

MAIN TASKS

- Communicate the whole school vision for learning technologies
- Report outcomes appropriately
- Ensure that the curriculum and practices across the school from nursery to IB show connectivity, continuity and progression with the use of learning technologies
- Supporting and enhancing the continuing professional development of teaching and non-teaching staff as users of learning technologies on both sites
- Progress towards achievement of an appropriate accreditation in the use of learning technologies
- Liaison with academic and pastoral leaders in relation to the effective use of learning technologies
- Use learning technologies to communicate and collaborate with colleagues, parents, students & the wider community in order to nurture learning

SOCIAL, ETHICAL, LEGAL AND HUMAN ISSUES

- Establish and communicate clear rules, policies and procedures to support legal and ethical use of technology
- Support the use of learning technologies to enable and empower learners with special educational needs
- Support the use of learning technologies to enable and empower learners with gifted and talented learners
- Communicate research and establish policies to promote safe and healthy use of technology resources
- Facilitate equal access to technology resources for all students

FINANCIAL MANAGEMENT

- Assist in preparing, presenting and negotiating an annual budget for learning technology related infrastructure, hardware and software to achieve the school vision
- Oversee the effective management of the learning technologies related budgets for infrastructure, hardware and software
- Provide support and advice to academic and pastoral leaders in the preparation of their learning technologies budget bids
- Support and develop, in conjunction with the Heads of ICT, the subject area budget bids for ICT
- Manage software used in classroom settings

REQUIREMENT

- Possess at least a Bachelor's Degree/ Post Graduate Diploma /Professional Degree, Master's Degree in Computer Science / Information Technology or equivalent
- At least 10 years working experience in the related field.
- Must be strong in IT process improvement
- Preferable with working experience in similar industry.
- Good communication skills in oral & written in English.
- Strong in leadership skills with good communication skill with all levels and decision making capabilities.
- Sees challenges as opportunities.
- Goal oriented & result driven.