



ACS (International)

IT Administrator (Database, Teaching and Learning)

ACS (International) Singapore is part of the prestigious ACS family of schools whose proud legacy reaches back to 1886. Opening our doors in 2005, ACS (International) serves both local and international students, with a diverse mix of 30 nationalities. Our students are preparing for IGCSE and IB Diploma qualifications.

ACS (International) is looking for a IT administrator (Database, Teaching and Learning) to form part of a team that is responsible for the strategic development, delivery and support of the broad range of information and digital solutions and services to support Teaching and Learning, Pastoral needs and business development in ACS International.

This specific role is responsible for the provision of ICT support services required for the management and administration of Learning Systems in the school delivery of educational services whilst ensuring compliance with legislative requirements.

The ICT Administrator works in collaboration and consultation with the School Academic and Pastoral Leadership Teams

Key Areas of Accountability:

1. Provide ICT management including but not limited to:
 - Develop and regularly maintain an ICT work plan in alignment with the School ICT Strategic plan;
 - Drive the integration of the various systems used by the school, specifically, Active Directory, iSAMS (Pupil Database), Managebac, Firefly and Google (Teaching and Learning);
 - Work with the Finance Manager be responsible for the ICT budget;
 - In collaboration with academic leaders, assist in the acquisition, testing, improvement and review of applications which support the academic programme.
2. Actively manage various ICT vendors, suppliers and other third parties including but not limited to:
 - Negotiate vendors and undertake tender processes as required and in line with relevant policies and legislation;
 - Manage underpinning contracts for service delivery including supervision of service level agreements;
 - Facilitate the roll out of the ICT component of third party vendor systems.
3. Provide ICT services including but not limited to:

- Generate Term Reports using the school database platform;
- Work with vendor to customise reports as required by school;
- Daily Desktop Support as required by teachers and administration.

Requirements:

- Tertiary qualifications in computer science, networking, infrastructure or related field;
- has at least 3 years of experience in IT (preferably in school environment);
- Experience in operational ICT leadership and management including financial and budgetary experience, procurement, vendor management and asset management;
- Experience in working with SQL and API;
- has excellent verbal communications and listening skills to interact with various stake holders;
- has the ability to work in teams or individually;
- can prioritise responsibilities in a fast-paced work environment;
- respects that the school is founded on and adheres to Christian (Methodist) values;

Applications to recruiting@acsinternational.edu.sg must be accompanied by a covering letter, a C.V. (including SKYPE address), a completed application form and names (including telephone numbers and email addresses) of two referees.

Shortlisted candidates will be contacted by email for further details and to schedule an interview.