



Network & Database Administrator



ACS (International)

A Methodist Institution

We develop future leaders with moral character, intellectual ability, international mindedness and deep compassion for humanity based upon Christian belief and values.



ACS (International) Background

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) is a secondary school (12 – 18 years old) that serves both Singaporean and international students, with a diverse mix of 30 nationalities. Academic outcomes are a critical area of performance for the school, in conjunction with strong holistic development of students. The school offers the IGCSE programme with approximately 180 students graduating each year with over 50% of all grades being A or A*. The school offers the IB Diploma programme with approximately 180 students graduating with an average IB score of 36, including perfect scores.

ACS (International) is an Accredited Member of the Council for International Schools.

ACS (International) is looking for an exceptional person, a qualified professional who has a passion to work in a school environment. We believe that collaboration and enjoyment is paramount to fulfil the operation needs of the school. Therefore, we are looking to appoint an individual who is a team player, enthusiastic and creative.

We are looking for someone who:

- is a qualified professional;
- has relevant experience;
- is able to leverage a wide range of technical and communication skills to ensure that the network they create and maintain are safe, secure and structured;
- has a blend of deep technical knowledge, particularly in security and infrastructure, and strong interpersonal skills to support a diverse community of staff and students;
- can work well in a team while contributing ideas and sharing course materials;
- 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., a completed application form and names (including contact details and email addresses) of two referees (with at least one of them is/was your reporting officer).

ACS (International) is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.

Safe recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Appointment is subject to a background check and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

Benefits:

- A professionally stimulating environment, working alongside motivated colleagues from around the world
- Continuing professional development
- Competitive salary



Guiding Statements

The school has eight Guiding Statements that its Strategic Plan are based upon:

Christian Character

To nurture the development of Christian belief and values, outworking our school IGNITE values and creating an environment for all members of the community to grow spiritually.

International Mindedness

To enhance the international mindedness of all members of the school community by promoting awareness of intercultural understanding and their role as global citizens.

Student Development

To encourage the holistic development of our students in Christian character, leadership, service and personal skills based on the IB Learner Profile and school IGNITE values.

Learning & Academic Achievement

To promote a genuine love of learning and encourage creative, critical and reflective thinking for every student to attain the best academic achievement within each student's capabilities.

Student Well-Being

To provide a safe, welcoming and affirming environment reflecting the school's child protection and safeguarding guidelines, to develop students socially, physically, emotionally, intellectually and spiritually.

Staff Community

To provide a safe, welcoming and affirming environment promoting staff well-being; recruiting and retaining a balanced, diverse mix of well qualified international and local staff who offer a blend of academic rigour and internationalism in our unique Singapore international school environment through provision of professional development to model and enhance a continuous love of learning and effective performance.

Home and Community

To develop strong partnerships with all stakeholders to ensure the safety, well-being and holistic development of all students, including those in Boarding and Homestay arrangements.

Physical Environment

To provide a safe and secure learning and working environment that meets the needs of all students and staff, and is conducive to high quality learning.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential

These are qualities without which the applicant could not be appointed.

Desirable

These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.

Qualifications

The professional, technical, or academic qualifications required to undertake the role, or the training the applicant must have completed.

- Degree in IT / Computer Science;
- Fluent in English.

The professional, technical, or academic qualifications that would be beneficial for the role, or the training the applicant would ideally have completed.

- Certifications like CompTIA Network, CCNA, or Microsoft Azure are highly valued.

Experience

The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.

- Suitable for someone with relevant experience;
- Good Experience in Google Workspace, M365 and Active Directory.

The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.

- Working experience in Education Industry;

Skills

The skills required by the applicant to perform effectively in the role.

- Ability to work independently and with a team;
- Ability to be flexible;
- Good time management and organisation skills
- Attention to detail.

The skill that would enhance effective performance in the role.

- Ability to use own initiative;
- Intellectual curiosity.

Knowledge

The knowledge required by the applicant to perform effectively in the role.

- A deep and infectious technical knowledge and the ability to communicate it;
- The ability to apply personal knowledge and experience to trends and challenges in the subject area.

The knowledge that would enhance performance in the role.

- Knowledge of the networks and databases use in education industry.

Personal competencies and qualities

The personal qualities that the applicant requires to perform effectively in the role and to ensure that the applicant.

- Motivation to work in a school environment;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

The personal qualities that would assist the applicant's performance further in the role.

- The ability to multi-tasking.



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www.acsinternational.edu.sg



(65) 6472 1477



recruiting@acsinternational.edu.sg



61, Jalan Hitam Manis | Singapore 278475



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