



HARROW
INTERNATIONAL SCHOOL
SHANGHAI

Harrow International School, Shanghai
Administrative Department
Job Descriptions

Position Head of Information Technology Services
Direct Line Manager Director of Studies

Outline Duties:

- Set up the IT systems and networks required to support the School's academic and administrative functions, and its stakeholders including staff, students and parents.
- Ensure that IT services and functions provided are reliable and secure, and particularly, the security and safe keeping of the School's confidential information and data stored within its IT systems.
- Ensure appropriate and acceptable use of the School's network and full compliance with the School's data retention and management policy, in addition to all wider legal regulations in relation to data storage and handling.
- Devise policies, as required by the Head Master, in relation to matters linked with IT.
- Develop and implement an annual IT operation plan within the budget allocated and manage key projects and upgrades for the year.
- Lead and manage the in-house IT staff and in-sourced/out-sourced staff from service providers and ensure the proper periodization and allocation of tasks to members of the team.
- Liaise and manage suppliers of academic and non-academic services, systems and software.
- Assist in the creation and delivery of training for academic and non-academic users of IT to:
 - Ensure effective use of the School's IT facilities in teaching, learning and administration;
 - Assist with new staff induction;
 - Advise the Head Master and Governors on the development of IT.
- Cooperate and collaborate closely with the Head of Digital Learning and the Director of Studies in order to ensure teaching and learning across the School are comprehensively, ably and closely supported by the very best use of IT, and via timely assistance from the IT team.
- Cooperate and collaborate with AISL Group ICT leadership to develop and execute group wide ICT strategy and to deploy and promote the use of technology in learning.
- Develop and maintain working relationships with other Harrow Schools to facilitate experience sharing and learning within the Group.

Requirements

1. College diploma or Bachelor's degree holder, preferably in IT or Computer Science;
2. Excellent proficiency in both English and Mandarin
3. At least 5 years' experience in the education sector, or a similar work environment;
4. Personable and culturally sensitive;
5. Excellent communication skills and a service-orientated, 'can-do', and proactive approach
6. Excellent computer skills;
7. Be genuinely interested in the business of education;
8. A strong commitment to safeguarding the well-being of children
9. All applicants should have the right to live and work in Shanghai.

The School is committed to safeguarding and promoting the welfare of children. All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

If you are interested in an opportunity to work with a first class team of people, be part of an exciting and growing community and work in beautiful surroundings in a position that is much more than just an office job, please send your full resume with your current and expected salary by email to hr_recruitment@harrowshanghai.cn. Please state the job title and the reference code "HISSH/HICT/202011" in the subject of your email. All applications will be treated with strictest confidentiality. Only short-listed candidates will be notified.