



JOB DESCRIPTION

ICT Manager

Job Title:	ICT Manager
Line Manager:	Head Master

Duties and Responsibilities

- At the construction phase before the new school open, set up the ICT systems and networks required to support the school's academic and administrative functions, and its stakeholders like staff, students and parents.
- On an ongoing basis, ensure that ICT services and functions provided are reliable and secure, and particularly, the security and safe keeping of the school's confidential information and data stored in the school's ICT systems.
- Organise, schedule and implement ICT tasks, projects and facilities, to ensure the stability and efficiency of all ICT operations within the School.
- Ensure appropriate and acceptable use of the school's network and compliance to the school's data retention and management policy.
- Develop and implement an annual ICT operation plan within the budget allocated and manage key projects and upgrades for the year.
- Manage our in-house ICT staff and/or insourced/outsourced staff from service providers, and ensure the proper prioritization and allocation of tasks to members of the team.
- Liaise and manage suppliers of academic and non-academic services, systems and software.
- Organise and maintain agreements for hardware and software.
- Troubleshoot development and production problems across a variety of environments and operating platforms
- Document development tasks, including specific changes, for use in project reports and technical documentation
- Training of academic and non-academic users of ICT to:
 1. Ensure effective use of the school's ICT facilities in teaching, learning and administration;
 2. Assist with staff induction;
 3. Advise the Headmaster and Governors on developments in ICT.
- Cooperate and collaborate with AISL 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 the group of schools to facilitate experience sharing and learning within the group.

Requirements

- University graduate in Computer Science or equivalent.
- Minimum 10 years working experience in the ICT field with at least 5 years of experience as an IT manager or ICT manager. Experience in managing education systems and networks or managing the ICT department of a school is highly preferred.
- A wide range of IT and networking knowledge with experience in managing Windows based environments and implementation of cloud services preferred.
- Good written and spoken Japanese and English is essential.
- Excellent inter-personal and communication skills is an advantage.
- Strong organization skills and business acumen.

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.



If you are interested in an opportunity to work with us, please send your full resume by email to hr@harrowappi.jp. Please state the job title in the subject of your email. All applications will be treated with the strictest confidence. Only short-listed candidates will be notified.