



Green Shoots

INTERNATIONAL SCHOOL

We seek an
IT and Website/Online Media Technician
to join our team

Position: IT and Website/Online Media Technician (Vietnamese)

Line Manager: Director of Operations

Start date: August 2017

Contract length and type: 2 to 3 years, full time

Our School

Green Shoots International School was established in 2011 and since then has developed a reputation for quality, creativity, and care. We prioritise the needs of the whole child, bringing into our educational journey a strong focus on sustainable learning and mindful practice to help children grow into happy, strong and generous adults able to contribute to their world.

We follow the British National Curriculum in the Early Years, Key Stage 1, Key Stage 2, and in the non-core subjects taught during Key Stage 3, at which point we introduce the Cambridge Checkpoint programme in English, Maths and Science, preparing our learners for a transition to the Cambridge IGCSE programme by Year 10.

Our Learners

Green Shoots students are passionate, independent, lifelong learners who strive for personal best and are responsible global citizens. Ours is an inspirational learning community that fosters happy, mindful and creative thinkers committed to the sustainable development of our world.

Our Staff

All foreign teachers employed by Green Shoots hold at least a Bachelor's degree in Education or a postgraduate teaching qualification, and many also hold higher education degrees and/or specialisations in areas such as reading recovery, special needs teaching, or English as a Foreign Language teaching. Our teaching support staff hold either a teaching qualification or have received professional development within the school to ensure they can provide our learners with the support each child needs. Administrative and support staff hold academic or professional qualifications suitable for the job they undertake on the school's behalf.

Those who opt to join our community do so with an extremely strong sense of dedication and commitment to the school's long-term growth. Each and every teacher works hard to ensure that learners receive a quality education during their time with us, and all staff members contribute to the school's developing vision and mission.

Ours is a tight-knit community with a united vision of the school's future. To successfully integrate into this community, new staff members must be:

- Self starters, able to work with a high degree of autonomy
- Flexible, adaptable team players
- Multi taskers and problem solvers
- Excellent communicators
- Internationally minded and empathetic
- Committed to the whole-school practice of mindful and sustainable education
- Willing to commit to at least three years at Green Shoots (if offered a full-time teaching or leadership position), two years (if offered another full-time position), or one year (if offered a part-time position)

If you believe you fit this profile, Green Shoots can offer you the opportunity to:

- Play a role in shaping a young, dynamic and visionary school at the cusp of a period of substantial growth
- Be part of a dedicated team of inspiring professionals working to influence 21st Century education
- Join a fun, happy and dynamic community of learners, educators and families
- Engage in multiple professional and personal development opportunities
- Inspire the next generation of responsible, active global citizens!

The Job

Qualifications and Experience

The successful candidate will possess all or most of the following:

- A relevant professional, Bachelor's, or equivalent qualification
- Knowledge of Microsoft systems
- Ability to maintain both PC and Mac computers

- Experience with website maintenance and SEO optimisation (including use of social media and other methods)

Core Roles and Responsibilities

1/ Hardware and Software Management and Maintenance

- Identify, set up, maintain (using regular diagnostic tests), and upgrade the school's hardware (laptops, projectors, printers, sound systems, wifi, etc) and networking systems as required to meet the school's current and future needs
- Identify, set up, maintain and upgrade software as required to meet current and future legal, technical and Teaching and Learning requirements
- Ensure all systems are secure from external attack. Ensure school policy on staff and pupil access to data and files is implemented
- Ensure routine safety checks, including electrical tests, are carried out and appropriate records maintained
- Ensure the safe disposal of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements

2/ Stock control

- Work with administrative staff to maintain and update a detailed inventory of the school's hardware of software resources
- Check deliveries, and monitor stock control

3/ Email and Website support

- Maintain and upgrade the school's email accounts (via Google), and website (via Wordpress)
- Ensure SEO optimisation to facilitate broad online reach of school's website and other online media
- Manage the school's Social Media accounts and advise management regarding their use for optimal outreach

4/ IT Support and Training for Staff

- Provide advice, guidance and assistance to teachers, pupils and other members of staff on developing their use of ICT in school
- Advise management to amend, as necessary, the school's IT/ICT policies

Salary and Benefits

- Salary based on qualifications and experience
- Benefits include:
 - Government Social Security and P11: paid in full by Green Shoots on behalf of the employee
 - Paid leave: 27 days annual leave, paid public holidays, 3 days sickness leave, 3 days bereavement leave, and 3 days marriage leave

- Health: full coverage under the government's Social Security plan, additional annual health check up, additional Accident and Emergency insurance policy
- In-service Training and Professional Development: Offered as required on a case-by-case basis
- Financial support: Access to the school's Personal Loan Facility and Emergency Fund as required
- Other benefits: Phone and fuel allowances (offered where fuel and phone use is required by the school)

How to Apply

Applications should be sent to jobs@greenshoots.edu.vn no later than March 17th 2017. Please include with your application:

- A letter detailing why you are the right person for this role
- A current resume
- Contact details (phone and email) for three referees

Short-listed candidates will be contacted by March 24th and asked to attend a face-to-face interview or a conversation via skype.