

The British School Manila has a requirement for a prospective member of the support staff who will take the position in **September 2018**.

Junior Systems Administrator

The holder of this position will perform installation, configuration, monitoring and maintenance of various network systems, softwares and hardwares, and provide assistance to teaching and support staff in various ICT-related queries and issues. Specifically, amongst all other tasks, the Junior Systems Administrator will also:

1. Upgrade systems with new releases and models.
2. Develop expertise to train staff on new technologies and build an internal wiki for technical documents, manuals and IT policies.
3. Log ICT support tickets and efficiently route these tickets to proper subject-matter experts.
4. Support teaching and support staff in handling and using ICT hardware and provide technical support during software and hardware problems.

Qualifications:

1. Holder of relevant degrees in Computer Science and Information Technology, preferably with above-average academic record from a reputable school.
2. With at least 1 to 2 years of work experience using Windows and Linux operating systems, knowledgeable in Windows Server administration including Active Directory/DNS/DHCP/Group Policy.
3. Organized, systematic, efficient and diligent.
4. With good interpersonal and communication skills.
5. Possesses positive attitude and willingness to learn new technologies.

Remuneration:

The pay and benefits package in Philippine peso will be tailored based on the candidate's qualifications.

Application:

Please submit your application letter and resume to:

Leo Carlo Sarion

Human Resources Officer

Email Address: csarion@britishschoolmanila.org

Website www.britishschoolmanila.org

Closing date for receipt of application is 31 August 2018. We will respond to shortlisted applicants only.

The British School Manila (BSM) is a highly regarded co-educational British international school established in 1976. The School is proud to uphold the high standard of the British education system and we take full advantage of our multi-cultural setting. We are accredited by the Council of International Schools (CIS) and also a member of The Federation of British International Schools in Asia (FOBISIA) and The Independent Association of Prep Schools (IAPS).

At present 950+ students aged 3-18 are on BSM's roll and 41 nationalities are represented. British children make up 29%, Filipino 22%, Canadian 10%, Australian 9% and American 7%, of the total population.