

## **System administrator**

*part time (32 hours per week)*

*In your role, you will manage and maintain our server infrastructure with diligence and care, ensuring that our systems and software applications operate smoothly to facilitate uninterrupted learning experiences. You make sure that cutting-edge security measures are implemented and maintained, as well as technological solutions to protect the integrity and confidentiality of our data. This ensures a safe and secure digital environment for our school community.*

### **The role**

As our System Administrator, you become an integral part of our mission to inspire and nurture the next generation of global citizens. You'll play a pivotal role in ensuring the seamless operation of our technological infrastructure while providing invaluable support to our students and staff.

### **Your responsibilities**

Part of your duties involves overseeing and upkeeping our hardware, software, cloud, and network infrastructure to guarantee the seamless functioning of our systems and software applications. Providing technical support to end-users, managing Google Workspace, Salesforce CRM, and assisting with various tasks within the school environment. Under your responsibilities fall:

- Providing technical support and guidance to our students and staff.
- Maintain appropriate levels of cybersecurity and network robustness.
- Collaborate closely with our Business Team to customize Google Workspace and Salesforce CRM, leveraging its potential to meet our business requirements.
- Plan and run scheduled backups to ensure business continuity.
- Manage and maintain legacy systems, migrating them to new hardware or cloud as appropriate.
- Hands-on assistance in managing the "Makerspace", including organizing tools, materials, and equipment, and providing guidance and support to teachers and students.
- Provision, maintain and manage all of the hardware within the school, including digiboards and laptops.
- Coordinate and organize audio/visual and lighting equipment and resources for assemblies and musical events.

#### You have:

- Bachelor's degree in Computer Science, Information Technology, or related field.
- Proven experience as a System Administrator or similar role.
- Strong knowledge of server infrastructure, firewalls, wifi management, cybersecurity, operating systems, and network protocols.
- Experience with Salesforce CRM administration is a must.
- Experience with Google workspace is preferred.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Problem-solving skills and attention to detail.

#### We offer you:

An employment contract starting on as soon as possible until June 30, 2024, with the possibility of renewal.

Next to the monthly salary of SGD 4,500 based on a part time workweek, you will receive a monthly transport allowance and 20 holidays (based on a 4 day work week). We also offer a health insurance package as well as a bonus payment.

#### Application process

Candidates who believe they meet the requirements may send their application to the attention of Divya Ramasami, to [recruitment@hollandinternationalschool.sg](mailto:recruitment@hollandinternationalschool.sg). Please include your cover letter and CV.

Shortlisted candidates will be invited for an interview at our school or via Zoom.

#### This is us

Holland International School (former Hollandse School Limited) is a school that provides excellent primary school education in the Dutch and English language. With attention to individual learning needs in a safe and tight-knit community, each child will soon feel at home. With more than a century of educational experience in Singapore, Holland International School creates a rich learning environment, where students are empowered to achieve their best.

At Holland International School we offer two learning streams with an international focus and based on one Dutch-rooted approach to education. Within the English Stream, the language of instruction is English for both the English National Curriculum and the International Primary Curriculum (IPC). The Dutch Stream offers a mirrored learning

experience, with the Dutch National Curriculum and IPC delivered in Dutch. As part of the daily curriculum, children also have access to either Dutch or English language lessons.

Our school's culture and education approach distinguishes us from other International Schools in Singapore. Our students learn in an inquiry-based yet structured way. They are given ownership of their learning which allows them to set their own goals and pursue areas of personal interest. At the same time, they are encouraged to be social learners who are global-minded. Teachers tailor lessons to the different learning needs and talents of their students, to empower each pupil to achieve their best.