

<b>LOCATION</b>	Nord Anglia International School HK - Sai Kung Campus	
<b>JOB TITLE</b>	IT Engineer	
<b>JOB PURPOSE</b>	In-house IT support	
<b>REPORTING TO</b>	IT Manager	
<b>DIRECT REPORTS</b>	Nil	
<b>OTHER KEY RELATIONSHIPS</b>		
<b>PACKAGE</b>	Competitive	
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<ul style="list-style-type: none"> <li>▪ Responsible for maintenance and support school application, system administration, configuration and operational management and system health check.</li> <li>▪ Support and assist with various PC, Mac, laptop, server and network based projects including OS/software upgrades, patch administration, Microsoft platform for PC/Server virtualization and IP VPN site to site campus network.</li> <li>▪ Perform monitoring and management of servers.</li> <li>▪ Perform scheduled tasks including systems capacity, performance checks and verification of backup jobs.</li> <li>▪ Carry out ad-hoc task to support the school operation when necessary.</li> <li>▪ Support various group wide hardware and software projects while providing strategic ideas involving the development and delivery of technology solutions.</li> <li>▪ Provide IT support and troubleshooting for end-users.</li> <li>▪ Other duties including but not limited to plan and track of IT software, hardware assets and warranty, perform auditing on IT security and policies and be responsible for solving end user problems through calls and emails.</li> <li>▪ Work across multi-campus</li> </ul> <p>Any other appropriate duties as allocated by your Line Manager and members of the school's leadership team</p>		

<b>PERSON SPECIFICATIONS</b>		
<b>Qualifications/Training</b>		
▪ Higher Diploma or Degree holder in Information Technology or equivalent		Essential
▪ Microsoft MCSE/MCIPT		Essential
▪ Cisco CCNA		Essential
<b>Experience / Knowledge</b>		
▪ Minimum 3 years IT experience in a MNC		Essential
▪ Basic Knowledge in TCP/IP Cisco networking, VPN, Firewall & VOIP		Essential
▪ Strong experience of Microsoft and Mac desktop platform		Essential
▪ Experience in troubleshooting for server and system administration		Essential

▪ Familiar with Microsoft platform such as Windows server 2003/2008/2012, MS SQL 2005/2008, Domain Controller, Active Directory, DNS, DHCP, Exchange, Office 2010/2013, PC/Server virtualization and SAN	Essential
▪ Deployment and maintenance of hardware and software	Essential
<b>Skills</b>	
▪ Strong communication skills	Essential
▪ Good command of both written and spoken English and Chinese	Essential
<b>Personal Attributes</b>	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
<b>IMPORTANT NOTES</b>	
• The job description will be reviewed and will be subject to amendment	
• The post-holder will follow both group and school policies and procedures	

#### **OTHER CONDITIONS**

Compliance with visa requirements for working in Hong Kong

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.