A-School for Tomorrow

The HKBUAS Wong Kam Fai Secondary & Primary School is a non-profit co-educational school under the Direct Subsidy Scheme (DSS) which commenced its operation in September, 2006. We are a through-train primary and secondary school with great emphasis placed on biliterate and trilingual, as well as ICT proficiency. Upholding the tradition and educational belief of the Hong Kong Baptist University, the School will realize its aims through a broad curriculum. We aim at developing students to be contributing global citizens with national pride at heart.



We invite qualified candidates to apply for the following position:

Senior IT Technician

Major Responsibilities

- Assist the Head of IT in all IT related duties, especially in maintaining and developing the School's IT infrastructure / operation systems / network includes the associated systems analysis, systems design, programming and specialist activities, etc.
- Install, configure, and maintain IT infrastructure, including computer systems, virtual servers, network switches, firewalls, AD/DNS/DHCP, UPS and printing devices.
- Provide technical support to users, including troubleshooting hardware, software, network, and Wi-Fi issues, as well as performing desktop and laptop imaging/cloning.
- Provide technical support for classroom IT and AV equipment, including SmartTVs, projectors, Windows laptops, iPads, Chromebooks, and charging carts.
- Assist in managing the school websites, portals, information systems and social media channels of the school.
- Collaborate with IT team members and external vendors to ensure timely project completion.
- To perform ad hoc projects and any other duties as assigned.

Requirements

- Diploma/Higher Diploma or above in Computer Science, Information Technology or a related field.
- Minimum 10 years of relevant experience in the IT field.
- Prior experience in the education sector is highly desirable.

- Proficient in managing and supporting Google Workspace for Education, Microsoft 365, School Information Systems (e.g. eClass System, Parent App, eAttendance Kiosk, Moodle, WordPress) and Mobile Device Management solutions (e.g. Apple School Manager and eSchoolPad MDM).
- Strong diagnostic and problem-solving skills with expertise in computer systems, networks, Wi-Fi, hardware, and software.
- Strong experience in server-side maintenance and operation (e.g. server room equipment, server update, firmware update, patching, scheduled backup, virtual machines)
- Strong experience with school websites, portals, information systems and data automation
- Hands-on experience with school information systems, admission systems, data management, data migration, process automation, reporting tools, dashboard, SQL database and stored procedure is a plus.
- Excellent communication and interpersonal skills, with the ability to work effectively in a team.

We offer attractive remuneration package including medical & life insurance, retirement benefits and other fringe benefits to the suitable candidate. Salaries will be commensurate with qualifications and experience. Application forms are obtainable at **http://www.hkbuas.edu.hk**. Completed forms, together with copies of credentials should be mailed to the **Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T.** or by email to **hr@hkbuas.edu.hk**.

(Personal data provided by job applicants will be used for recruitment purposes only)