



I.B.I.S. is a Primary and Secondary school with an integrated Kindergarten. The children are aged 3-13.

We are committed to maintaining happy learners in our community through our values of respect, kindness, honesty, creativity, transparency and courage. At IBIS, we value experience from all sectors of education and are passionate about equal opportunities. We are also passionate about maintaining our staff's wellbeing and positive mental health.

Job Title: System and Network Administrator- reporting to the Headteacher.

Key Responsibilities

- ✓ To always act in the best interests of the I.B.I.S. community including pupils, staff and parents.
- ✓ To support and promote the school's values.
- ✓ To act in accordance with school policy and the school's Code of Conduct.

The successful candidate will:

- Commit to the safeguarding of children at all times.
- Have excellent communication skills; oral and written, expertise with information technology for communication and other work related procedures.
- Have demonstrated ability to work well in a team setting as well as independently.
- Be trained in IT system integration, be an IT system electronics technician or have several years of experience in this area.
- Have at least good knowledge of German and English (at least EU B2 level in both languages)
- Be outgoing, responsive, compassionate, warm and kind.

The roles and responsibilities the Systems and Network Administrator include:

- Administration of internal IT systems (Windows, Network, Apps, Telephone system, iPads, JAMF)
- Leading projects on infrastructure and IT security
- Installation and configuration of hardware
- Administration of Microsoft server and Windows10
- User- support (Helpdesk)

The appointment of any new colleague will be subject to satisfactory references, verification of identity and proof of qualifications. The Independent Bonn International School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and national/international disclosure and barring services. I.B.I.S. is an Equal Opportunities employer, and welcomes applications for all posts from appropriately qualified persons regardless of age, physical disabilities, ethnicity, gender, marital status, sexual orientation, religion or beliefs.

- IT hardware and IT software purchasing
- Data Protection support

Additional information- what you can expect from IBIS

I.B.I.S. offers teachers an opportunity to embrace their vocation and grow professionally. The school's location in Bonn, Germany offers not only a high standard of living, but a range of opportunities for travel, cultural discovery and personal growth.

Wellbeing:

IBIS is passionate about wellbeing, identifying and responding with sensitivity to the emotional concerns of staff, and symptoms of mental health. Referral pathways and sources of help and support are available within the school's systems where there are concerns for staff mental health and wellbeing.

Contract

First contracts are typically for one year, with a six-month probationary period. Permanent contracts can be issued following this period, based on mutual agreement between both parties. Salaries are competitive.

Relocation

Given the wide range of different accommodation options available, we do not find accommodation on your behalf. However, we will provide you with guidance and support in finding housing, as well as support in making your first steps living in Germany. We can easily put you in contact with a local relocation agent if required.

Holiday

The successful candidate will have 30 days holiday per calendar year.



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What we offer

- Independent work in a friendly, motivated and international group of colleagues with flat hierarchies
- A challenging and exciting job with a wide range of personal and professional development opportunities
- A position in a growing and economically stable company with performance-related pay
- A wide range of additional benefits such as various company events, company pension scheme

Making an application to work at I.B.I.S.

All applicants should hold a **valid appropriate qualification**. Applicants are to complete our application form.

You are requested to submit a colour copy of the following documentation to complete your application:

- Your birth certificate
- Certification of qualifications
- Your passport information page/ EU identification card

Please also submit the following, where available:

- Recent police clearance (erweitertes Führungszeugnis)
- A valid work permit, if you are not an EU resident

Applications are held on record for a maximum of two months and then destroyed. Your application details will never be shared with a third party without your consent.

Please send all applications, including the application form, covering letter and up to date CV for the attention of **Mr P. Wharton (Headteacher)** by email to recruitment@I.B.I.S.-school.com

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