

**SALTUS**

Prepare to meet the world.

**Are you a professional who wants to make a real difference?
Saltus has the following opportunity open for applications**

Saltus Grammar School (Saltus) is a high achieving, co-educational day school educating students between the ages of 4 and 18. The school (Saltus) is a leading independent school in Bermuda and enjoys an excellent reputation in the local and international community. The school has a Primary Department, which embraces the Foundation Year, the Lower Primary and the Upper Primary years, and a Secondary Department which includes Middle School (Years 7-9) and Senior School (Years 10 & 11) and Saltus Graduate Years (SGY1, SGY2). The school's international curriculum blends the best of both UK and North American traditions, including its highly regarded Advanced Placement Programme. In addition to academic excellence, particular emphasis is placed on the all-round development of students.

Information Technology Systems Manager

Reporting to the Director of Finance and Operations, the Information Technology Systems Manager will provide vision, leadership and management to all aspects of educational and information technology as it relates to the mission and operation of the School. In addition, he/she will be responsible for the School's technology infrastructure and its efficient and effective use to support teaching and learning, daily operations as well as strategic initiatives.

Key Responsibilities Include:

- Maintain a high-level understanding of the day-to-day operations and goals of all functional areas of the school, as well as the strategic direction of the school
- Collaborate with members of the Leadership Team to identify needs in their areas, and advise on technological solutions that will best contribute to the fulfillment of the school's short and long-term goals
- Direct IT Department staff, vendors, and consultants in implementing and supporting selected technologies, and mediate contracts for cloud-based and contracted services
- Stay current with emerging technologies, software and hardware solutions in Primary and Secondary educational institutions, and propose learning strategies using new technology
- Plan, manage and implement technology initiatives such as new systems, processes and structures
- Manage the operating budget for the department with a strong lens on cost effectiveness
- Develop plans and budgets for information and network infrastructure systems and their integration into academic and operational activities
- Develop, communicate, and enforce technology standards, policies and procedures (which include Acceptable User policies) ensuring that all stakeholders are updated
- Negotiate service level agreements with customers and service providers, monitor service delivery to ensure the agreed targets and standards are met
- Lead and manage the IT Department staff, providing high-level operational support as well as hands-on systems, network, and end-user support services
- Provide organizational leadership and direction for IT Department staff inclusive of staff development and performance appraisal
- Manage and administer the management of the school's network, infrastructure, databases and telecommunications systems
- Coordinate ongoing technology maintenance and support activities
- First responder to network outages and failures on a 24 hour basis as required
- Other responsibilities as required

Minimum Qualifications and Experience:

- Minimum of a Bachelor's Degree in Computer Science, Information Systems or Educational Technology
- Minimum of 5 years in a similar position
- Previous experience in an academic environment preferred
- MCSA OR MCSE Certification or equivalent
- In depth knowledge of IT operations and associated concepts and technologies to include: TCP/IP networking, switching/routing, firewalls, network security, backup and disaster recovery, Windows Server, Active Directory, Server Virtualization, Storage Area Networks, VoIP
- Experience with leading and managing staff
- Must comply with Saltus' workplace vaccination policy as a condition of employment
- Ability to handle confidential information with diplomacy and tact
- Ability to arrive at decision in a collaborative manner
- Experience with maintaining a BYOD environment is preferred
- Strong business acumen with extensive technical knowledge and experience
- Ability to adapt quickly to changing needs and requirements
- Excellent communication and the ability to work with a wide variety of stakeholders
- Willingness to work extended hours – including weekends and evenings as required
- Positive attitude and enthusiastic
- Highly organized and able to thrive in a fast-paced environment
- Sense of humour
- Clean criminal record

Candidates are requested to e-mail a cover letter and resume to the People & Culture Department at:

Email: Human.Resources@saltus.bm

Saltus Grammar School

P.O. Box HM 2224, Hamilton HM JX, Bermuda

Telephone: 441-292-6177

CLOSING DATE: April 1, 2022

For further information on Saltus Grammar School, please visit the school's website at www.saltus.bm.