

Global Jaya School, Staff Openings for Academic School Year, 2018-19

Whole School

(1) Head of IT, requirements:

- ❖ IT Head is responsible for managing the communications, workstations and servers of the school computer network
- ❖ Set up, manage and maintain school operational and educational systems
- ❖ Responsible for managing a regular IT maintenance programme and resolving failures in Hardware and software
- ❖ Manage and maintain the school website using industry standard website technologies
- ❖ Strong English communication skills (written and spoken)
- ❖ Has experience working in an international school setting
- ❖ Bachelor or Master's Degree in subject matter
- ❖ Positive attitude with willingness to provide the highest level of internal and external customer service works as team player.

(2) PART-TIME SWIM COACH (Female only):

(Begin, 1st October 2018)

- ❖ Bachelor degree in physical education or similar
- ❖ Excellent standard of both Indonesian and English languages
- ❖ Experience teaching swimming at an international or national plus school
- ❖ Excellent communication skills and a positive and caring approach
- ❖ Works as a team player, flexible and committed to students.

SECONDARY SECTION -

(3) Technology / Design Teacher and Coach (Indonesian):

- ❖ Bachelor or Master's Degree in subject area (IT, Design)
- ❖ TOEIC score 780 plus, good use of English written and speaking
- ❖ Experience in teaching Secondary IB preferred
- ❖ Confident in the use of and teaching peer's technology
- ❖ Ability to work in an international setting
- ❖ Works as a team player.

If you feel that you can meet the qualifications for a position above, please send your complete resume/CV and current colour photograph to: hrd@globaljaya.com

Thank you.