



An education rich in meaning and opportunity

**ICT Manager**  
**Start date: As soon as possible**  
**Candidate Information Pack**

## **WELCOME FROM THE HEAD OF SCHOOL**

It gives me great pleasure to introduce you to SPGS International School Bangkok. This will be no ordinary school. We will work closely with St Paul's Girls' School (SPGS) in London to provide an authentic SPGS education, enhanced by both Thai and international features, that puts core values at the centre to create a community of kind, caring and motivated individuals. We will live by our belief that excellent results come from a broad and rich holistic education where learning takes place everywhere.

St Paul's Girls' School is a remarkable place to work and study. I spent eleven highly rewarding years there as Director of Music and Deputy Head, so I am delighted to be entrusted with bringing what makes SPGS special to Thailand. I know from first-hand experience that working in a fast-paced top school environment provides stimulating challenges and comes with huge rewards for the right person.

This is an opportunity for an exceptional individual to play a pivotal senior role alongside me at the start of this exciting journey, and I look forward to meeting shortlisted candidates soon.

Leigh O'Hara  
Head of School

## **THE SCHOOL**

In June 2025, SPGS International announced its partnership with Country Group Development to establish a world-class international school in Bangkok. Country Group Development shares SPGS International's values, and unwavering commitment to be the best in everything it does, making this an exciting addition to the exceptional projects for which they are both well-known. SPGS International School Bangkok will offer an enhanced British Curriculum from Nursery to Year 9, iGCSE and SPGS School Directed Courses in Years 10-11, and the IBDP in Years 12-13. Nursery to Year 4 will commence in September 2026, with around 400 students, and Years 7-9 will join in

September 2027. Expansion in subsequent years will lead to a through school of about 1,700 students.

The central location of the superb purpose-built facilities in one of the most vibrant multicultural cities in the world fits well with the mission, values and aspirations of SPGS International School Bangkok. A vibrant, holistic and innovative education will motivate students to achieve academic excellence and personal growth by embracing their individuality. Students will gain core values, rooted in Thai traditions, whilst thinking critically and creatively, to become internationally aware contributing citizens. Aspirations and achievements will go well beyond what one would normally expect from a school, making SPGS International School Bangkok an exciting and stimulating place to work. The partnership with St Paul's Girls' School will be meaningful and involve collaboration with curriculum, learning, teaching and the co-curriculum as well as visits taking place in both directions.

Although SPGS in London begins at 11+, our Junior School Advisor, who has strong links to SPGS, will help ensure that key features such as interactive enquiry-based learning, no school uniform, a rich and varied range of co-curricular activities and a fully integrated pastoral care, will be a feature for all students. Other aspects, such as SPGS School Directed Courses in the Arts and Creative Technologies at GCSE, will be transformed into bespoke curricula for our early years and junior pupils.

## MISSION and CORE VALUES

### Mission

We nurture a deep respect for diverse people, perspectives, and cultures, grounded in the Thai values that shape our school. Our students develop their own passions and strengths as they learn the importance of teamwork, integrity, leadership, and community, so that they can build a more sustainable and peaceful world.

A lifelong love of learning is cultivated through a rich, expansive curriculum with opportunities for meaningful scholarship and co-curricular engagement. Our students learn to think independently, act with compassion, and approach personal and global challenges of tomorrow with creativity, resilience, and confidence, whilst caring for themselves and others.

### Core Values

Kindness and Compassion  
Respect and Humility  
Patience and Perseverance  
Creativity and Curiosity

## ST PAUL'S GIRLS' SCHOOL, LONDON

St Paul's Girls' School is a historic and highly successful day school in west London. It was founded in 1904 by the Worshipful Company of Mercers as one of the first purpose-built schools for girls. A shared enthusiasm for academic endeavour lies at the heart of the school with students encouraged to think deeply and explore ideas beyond the curriculum alongside a vast co-curricular provision. The holistic education has created some astonishing results, and the school has been the most successful in the UK for 11 out of the last 12 years. University acceptance is similarly impressive with around 40% of all students every year going to Oxford and Cambridge as well as increasing numbers moving on to Ivy League colleges in the United States.

Regardless of exam results, St Paul's Girls' School is an extraordinary place with a distinctive ethos, focused on nurturing creativity, curiosity, and a love of academic discovery. The school is full of opportunity where students are encouraged to take responsibility, get involved and broaden their outlook. SPGS offers a classical yet forward-looking education, encouraging students to take risks, think ambitiously and play a leading role in the world beyond school. It is no coincidence, therefore, that SPGS counts leading scientists, journalists, artists and politicians amongst its alumnae.

The co-curricular programme at SPGS is wide-ranging and ambitious with student led societies and academic enrichment sitting alongside activities run by expert staff. Music has always played a central role at the school. Gustav Holst was Director of Music at the school for over 30 years, and his legacy continues to this day in the exceptional music department. The quality and scale of participation in drama, art and sport is also very high, and the co-curricular programme is key to the success of the rich education offered at SPGS. Most important of all, SPGS ensures that all students receive the kindest and most individual of pastoral care.

## THE ROLE

SPGS International School Bangkok is seeking to appoint an exceptional ICT Manager to join this new school. Reporting to the Bursar, the ICT Manager will be responsible for delivering a high-quality, reliable and secure ICT service that supports teaching and learning, whole school administration and the wider life of the school. This is a hands-on leadership role requiring strong technical expertise, effective people management and the ability to build and motivate a specialist ICT team. The ICT Manager will design, implement and oversee robust systems from the outset, ensuring operational excellence from day one while positioning the school to embrace future technological developments.

Working closely with senior leaders and teaching staff, the ICT Manager will advise on ICT strategy, policy and priorities, and will contribute to the effective delivery of the curriculum, including computing and digital learning. The role involves direct line management of ICT staff as the school grows and requires a strong understanding of the school's culture and operational needs in order to lead and deliver ICT projects that support all aspects of school life. oversee all financial operations and contribute to the strategic financial management of the school. This role requires a strong understanding of financial practices, compliance and excellent leadership skills.

## KEY RESPONSIBILITIES

The following responsibilities are not exhaustive but give an indication of the scope and accountabilities of the role. As the school grows, some of these will be managed through careful delegation and the postholder will be expected to develop capacity in their leadership team, and middle managers, through a commitment to continuing professional development. In consultation with the post holder, this Job Description will be amended in the light of the changing needs of the school.

During the pre-opening stage, duties may be more wide-ranging and require significant flexibility. At this point the role will focus on setting up and establishing many of the areas covered below. The priority will be ensuring that everything is in place for a successful first year.

### Strategic leadership and digital strategy

- Develop, implement and regularly review a whole-school Digital and IT Strategy aligned with the School Development Plan and educational priorities
- Lead IT projects and drive innovation, including automation and AI initiatives
- Advise the Head and Senior Leadership Team on emerging technologies and their implications for teaching, learning, safeguarding and operational efficiency
- Evaluate the impact and effectiveness of technology across the school, ensuring clear educational and organisational value
- Provide strategic reporting, risk assessments and recommendations to senior leaders and, where appropriate, the Advisory Board
- Ensure that digital systems and practices support the ethos, values and the international context of the school.

### Information and communication systems

- Ensure that the school operates an effective Management Information System (MIS) that meets the needs of all sections of the school community, overseeing the integration of the various databases and systems to build a single cohesive information resource within the school, working closely with external providers
- Maintain a schedule of backups for all data stored on network servers and databases and make adequate provision for business continuity planning in the context of crisis management planning
- Manage secure and responsible access to resources and information for all users, both on site and remotely by a variety of devices, including the authoring and enforcement of the school's acceptable IT use policy
- Ensure the provision of school email and internet connection systems and the effective distribution of electronic information
- Develop and manage the technical aspects of the school's website and other web-based portals accessible to staff, students and parents
- Develop information channels to parents and pupils, keeping abreast of new methods of communication
- Take responsibility for the school telephone and telecommunication systems.

## Network and technical support

- Ensure the effective management of a fast-running, reliable computer network that will offer a quality platform to support learning and teaching as well as the wider administrative and managerial needs of the school
- Instigate, recommend, procure and support all new technologies that the school requires to implement and that may involve the use of IT or network systems
- Ensure adherence to proper maintenance schedules for all IT infrastructure and systems
- Oversee IT help desk provision, ensuring timely, effective and user-focused support
- Enable all users to have effective and appropriate secure access to e-mail and school systems and data remotely
- Ensure compliance with all IT-related legislation including matters related to data protection, information assurance and the use of software licences
- Monitor and check the reliable back-up system and disaster recovery procedures in place to continually meet the needs of the school
- Monitor the procurement system, leading the sourcing of new equipment to complete agreed projects and liaising with external suppliers and contractors
- Ensure the maintenance of up-to-date records of all the school's hardware and software.

## Cybersecurity, Safeguarding and Data Protection

- Lead the school's cybersecurity strategy, including threat prevention, monitoring, incident response and recovery
- Work closely with the Designated Safeguarding Lead(s) to ensure robust filtering, monitoring and digital safeguarding systems are in place
- Promote safe, responsible and ethical use of technology across the school community
- Ensure compliance with GDPR and relevant local data protection legislation, including oversight of data access, storage and data residency
- Lead the management of data breaches or security incidents, ensuring appropriate reporting and mitigation
- Ensure all safeguarding-related IT systems and records are handled securely and confidentially.

## Accountability, liaison and training

- Meet regularly with the ICT team to ensure that all areas of delivery are on track
- Liaise with all members of the senior leadership to understand and deliver the ICT requirements within their designated areas of responsibility
- Work with senior colleagues to diagnose training needs and ensure the delivery of a programme of training for staff
- Liaise directly with external organisations and individuals as required to carry out his/ her task
- Ensure the training needs of the IT staff are met to keep up with changing technologies
- Communicate IT strategy to staff, and guide and support their use of IT so they feel confident and secure with the school's IT provision
- Work flexibly and be available outside normal working hours, including evenings or weekends, in response to operational or school needs.

## Financial & administrative management

- Following consultation with senior staff, draw up the proposed annual IT budget, taking a lead in recommending the priorities for spending and investment over the short, medium and long term
- Prepare and maintain a plan showing the current and planned works of the IT department and other areas for which the postholder is responsible
- Manage the agreed IT budget, including telecoms, internet and copier budgets
- Be responsible for maintaining up to date records of hardware, software licences and installations and system configuration.

## Teaching and learning

- Work closely with the deputy heads learning and teaching on the effective teaching and use of ICT in the curriculum
- Collaborate with teaching staff and IT working groups to promote innovative and effective use of IT in the classroom
- Support the development of digital pedagogy across the school
- Support school events and provide technical assistance as required.

## Safeguarding requirements

- Ensure the safety and wellbeing of all students in accordance with the school's safeguarding policies
- Participate in all required safeguarding training and remain updated on policy changes
- Understand that non-compliance with safeguarding expectations constitutes a disciplinary offence
- Recognise that any allegations involving safeguarding will be managed under statutory requirements in consultation with Thai authorities and international safeguarding standards.

## Professional Development

- Participate in the school's performance review process
- Engage in ongoing professional development as directed by line manager.

## PERSON SPECIFICATION

<b>QUALIFICATIONS, EXPERIENCE AND SKILLS</b>	<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• <i>Professional ICT qualification</i></li> <li>• <i>Significant managerial and ICT experience in either a stand-alone or senior position</i></li> <li>• <i>Strong understanding of cybersecurity, data protection and compliance</i></li> <li>• <i>Successful record of project planning and development</i></li> <li>• <i>Proven track record of managing substantial budgets</i></li> <li>• <i>Support and troubleshooting Windows 10/11, Mac OS, IOS</i></li> <li>• <i>Technical exposure of working within the Microsoft cloud family of products (Office 365, SharePoint, EndPoint, Manager, Azure, Teams) and Google software</i></li> <li>• <i>Knowledge of school applications (SIS, LMS, EdTech tools) is advantageous</i></li> <li>• <i>Sound understanding of network infrastructure, configuration and hardware maintenance</i></li> <li>• <i>Fundamental understanding of network topology and the function of network switches</i></li> <li>• <i>Ability to effectively troubleshoot and resolve problems in a calm manner.</i></li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• <i>Experience of working in the international educational sector</i></li> </ul>
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>• <i>Fluent in spoken and written English</i></li> <li>• <i>Knowledge of Thai or willingness to learn is advantageous but not essential</i></li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• <i>Deep alignment with the values and mission of SPGS International School Bangkok</i></li> <li>• <i>Strong organisational and planning skills; able to prioritize and multitask in a dynamic high-performing school environment</i></li> <li>• <i>Excellent communication and interpersonal skills with the credibility to interact and influence at all levels</i></li> <li>• <i>Ability to build effective working relationships with staff and managers</i></li> <li>• <i>Ability to combine strategic thinking and planning with practical implementation</i></li> <li>• <i>Ability to work on own initiative, to plan, coordinate and lead</i></li> <li>• <i>High standards of professionalism and integrity</i></li> <li>• <i>Ability to develop new systems and processes to improve efficiency</i></li> <li>• <i>An eye for detail and the ability to see complex projects through to completion</i></li> <li>• <i>Culturally aware, respectful, and able to build positive relationships in a diverse international community</i></li> <li>• <i>Reflective, proactive, organised, solution-focused, adaptable, and pragmatic</i></li> <li>• <i>Confident and articulate communicator with a positive presence and sense of humour.</i></li> <li>• <i>Committed to safeguarding, equality and inclusion</i></li> </ul>

## BENEFITS

Competitive salary  
Annual bonus  
Flights from location at start of contract plus relocation allowance  
Flights allowance  
Flights to home country at end of contract  
Accommodation allowance and support  
Health insurance for you and immediate dependent family members  
Free places for up to two dependent children in the school  
Visa and work permit applications costs covered  
Professional development opportunities and a personal allowance  
Free lunch when the school is operating

## HOW TO APPLY

Please read the person specification and experience carefully before applying as we will be unable to progress with any applications that do not meet most of these requirements.

All applications should be made via TES/Schrole or by emailing [jobs@spgsibangkok.com](mailto:jobs@spgsibangkok.com). If you are using TES/Schrole please add as much detail as you can to your profile to aid us in longlisting as we are expecting many applications.

Click this link to go directly to TES/Schrole: <https://www.schrole.com/schools/spgs-international-school-bangkok/>

Please include a cover letter with your application. This should be no more than two pages long, show how you meet the specification criteria, and give an outline of your vision for the role. Proof of identity and other checks will also be carried out at the later stages so that we meet the highest standards of safer recruitment.

Applications will be considered on a rolling basis, so early application is encouraged.

Closing date: Friday 13 February 2026 12noon (UK time)

Longlisted candidates will be required to fill in a short application form, including details of three referees, to ensure that we meet the highest standards of safer recruitment. Interviews will be online or face-to-face depending on location.

If you have any questions that are not answered in this pack or on TES/Schrole, please email [jobs@spgsibangkok.com](mailto:jobs@spgsibangkok.com)

## SAFEGUARDING

SPGS International School Bangkok 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 appropriate police checks. References will be

rigorously checked before any offer of employment is made. We expect all staff to share this commitment.

## INCLUSIVE RECRUITMENT

SPGS International School Bangkok welcomes applications from all sectors of the community as we aspire to attract staff who match the social and cultural diversity of our pupil intake. We seek to offer fair and inclusive employment policies, interviews and arrangements that avoid bias and support all applicants and staff equally.