



## Educational and Business Technology (EBT) Director

# Educational and Business Technology (EBT) Director

## Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

## Our Vision

We aspire to be the best school in the world with a dynamic learning community which nurtures and inspires every individual to be the best they can be. Our core values of Respect, Responsibility and Purpose are at the heart of everything we do across the school.

## The Role

*We are looking for an Educational and Business Technology (EBT) Director to lead the strategic use of technology in the educational and business arms of the School to best support the School's Vision and Mission. The successful applicant will be managing technology projects and ensuring a coordinated and effective technical support service for the School. He/She will also chair the whole school Technology Working Group, to ensure that the needs of all stakeholders are considered in planned developments of our technology provision.*

## Key Responsibilities

- To develop a vision and champion the use of information technology throughout the School.
- To be aware of current developments in information technology and to actively investigate the implications for the educational and business arms of the School.
- To be aware of the developing use of 'Technology for Learning' in each school and to advise technology/curriculum leaders on technical issues.
- To chair the Technology Working Group (TWG) and to advise the Management Team on strategies, infrastructure and priorities for development of technology in the educational and business arms of the School.
- To ensure a holistic approach to IT matters across the school, through the TWG. This group exists to facilitate liaison between all 3 schools to ensure all relevant staff are informed of developments and have an opportunity to contribute, so that development decisions are made within the wider context of the aims of the whole school.
- To manage planned and approved budget spending, and to contribute to the school's short, medium and long-term financial planning processes in relation to the development of technology.
- To line manage the Senior EBT Manager and the Senior Network Engineer; to supervise the overall operations of the EBT department.
- To lead and provide implementation plans for current and planned EBT projects, ensuring appropriate and efficient deployment of manpower to projects.

- To contribute to capital/ building projects by providing input to the relevant consultant team on IT related matters, attending project meetings and overseeing vendors/contractors to ensure projects are completed on time and within budget.
- To ensure that licensing protocols are in place.
- To advise the Management Team on cyber security threats and to ensure protocols and processes are in place that secure the network and related servers and ensure the privacy of the information they contain.
- To authorise purchases up to approved levels and to be the approved signatory for team personnel requests.
- To liaise with the Applications manager, providing technical support as necessary and advising on technical issues with planned development/additions to applications at Tanglin.
- On an annual basis, complete the Review and Development exercise and undertake identified development opportunities. Maintain an accurate and up to date record of all Professional Development opportunities.

## Personal Attributes

- Have a positive attitude towards the whole Tanglin Community and the mission of the School.
- Have a deep understanding of IT systems and processes in educational environments.
- Be an effective team leader, committed to developing the individuals in the team.
- Maintain a standard of personal presentation in keeping with the role.
- Have excellent organisational skills with a high level of attention to detail.
- Have strong communication skills both internally within the Tanglin Community (staff, parents, students), and externally with vendors/ service providers.
- Be analytical; able to identify, break down and solve problems effectively and in a time efficient manner.
- Have excellent interpersonal skills; able to understand the points of view of different stakeholders.
- Be comfortable working independently as well as a good team player; show good initiative.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate, International Child Protection Certificate (ICPC) or equivalent.**