



CAREER OPPORTUNITY

JOB TITLE: ICT LAB ASSISTANT

REPORTING TO: HEAD OF ICT DEPARTMENT

JOB SUMMARY:

To ensure the seamless, secure, and efficient operation of all ICT laboratories. The role is responsible for providing high-level technical support to students and staff, maintaining hardware and software integrity, and actively facilitating the integration of technology into the academic curriculum to enhance teaching and learning outcomes.

KEY RESPONSIBILITIES:

Computer Laboratory Operations & Hardware Management

- Oversee the daily opening, closing, and operational readiness of the computer labs.
- Maintain a comprehensive inventory of all hardware assets (computers, printers, and peripherals), tracking lifecycle, maintenance, and replacements.
- Perform routine hardware diagnostics, troubleshoot faults, and coordinate with IT Systems for repairs and warranty claims.
- Ensure all workstations are functional, and equipped with required software prior to scheduled classes.

Systems Administration & Cybersecurity

- Assist in the management of GIS student domain user accounts (access permissions), students work files across the GIS network.
- Implement and monitor cybersecurity protocols, including antivirus updates and data backup procedures to safeguard student and staff work information.
- Monitor network performance and connectivity within the labs, escalating complex issues to the network administrator promptly.
- Adhere to and promote compliance with Data Protection regulations (e.g., GDPR) regarding the handling of sensitive information and students/staff work data.

Instructional & Curriculum Assistance

- Provide lesson coverage and classroom supervision during the short-term absence of teaching staff, ensuring lesson continuity by delivering pre-prepared materials.
 - Collaborate with teaching staff to align lab activities with the departmental curriculum objectives and assessment criteria.
 - Stay current with industry trends and technological advancements to suggest improvements to the curriculum and departmental infrastructure.
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Health, Safety & Compliance

- Enforce computer laboratory rules and regulations to ensure a safe and conducive learning environment.
- Conduct regular safety checks on all electrical equipment and report any hazards immediately.
- Manage the disposal of obsolete equipment in accordance with environmental and institutional policies.

General Administrative Duties

- Perform any other duties as reasonably assigned by the Head of Department to support the smooth running of the school's IT infrastructure.
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QUALIFICATIONS & EXPERIENCE

Essential Qualifications

- Diploma or Bachelor's Degree in Information Technology, Computer Science, Information Systems or a related field.
- Relevant professional certifications such as CompTIA A+, Network+, Microsoft, Google, Cisco, or equivalent certifications will be an advantage.
- Strong knowledge of computer hardware, operating systems, networking, and common educational software applications.

Essential Experience

- Minimum of two (2) years' experience in an ICT support, ICT laboratory or systems administration role.
- Experience troubleshooting and maintaining desktop computers, laptops, printers, and peripheral devices.
- Experience supporting users in a networked environment, including account management and access control.
- Experience installing, configuring, and updating software applications and operating systems.
- Experience working in an educational environment or supporting teaching and learning technologies will be an advantage.

Skills and Competencies

- Excellent problem-solving and troubleshooting skills.
 - Good understanding of cybersecurity principles, data protection requirements, and safe computing practices.
 - Ability to work independently and prioritize tasks effectively.
 - Strong interpersonal and communication skills, with the ability to support both students and staff.
 - Ability to maintain accurate records, inventories, and technical documentation.
 - Demonstrated commitment to customer service and continuous improvement.
 - Ability to supervise students responsibly and maintain a positive learning environment.
 - Willingness to learn new technologies and adapt to changing educational technology needs.
 - Strong sense of responsibility and accountability.
 - Commitment to safeguarding, child protection, and the school's values and policies.
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APPLICATION PROCESS

To apply for the **ICT LAB ASSISTANT** position at Ghana International School, kindly submit:

A detailed Resume/CV highlighting your educational background and any relevant experience.
A Cover Letter expressing your motivation for joining and how your background aligns with GIS's objectives.

Click [here](#) to apply.

DEADLINE FOR APPLICATIONS: WEDNESDAY, 22ND JULY, 2026.

Why Join Ghana International School?

A Legacy of Excellence: Join an institution with a proud history dating back to 1955, known for its lasting influence on global education.

Professional Development: Thrive in a supportive and collaborative environment with abundant opportunities for growth and professional advancement.

Community Engagement: Make a difference at a school that honors tradition while embracing innovation, leaving a positive impact on students and the broader community.