



**LA GARENNE**  
INTERNATIONAL SCHOOL

**JOB VACANCY**

IT SUPPORT - 100%

IT Department



## About our School

### La Garenne School - Be the one that makes the difference

Founded in 1947, La Garenne International School is known across the world for its unique approach to boarding education. Students from over 35 nations are welcomed each year to our modern campus in the French-speaking mountain resort of Villars, where we provide a secure environment and an extraordinary education to boarding and day students from 4 to 18 years old.

Our philosophy is based on individual attention to each and every young person, instilling in them a passion for learning, developing international mindedness and ensuring their holistic development academically, socially and emotionally.

#### OUR VISION

To inspire our community to be responsible global citizens in an ever-changing world.

#### OUR MISSION

The mission of La Garenne International School is to prepare students from around the world to become independent, international-minded young people. We promote traditional Swiss values of open-mindedness, responsibility, innovation, empathy, and respect. We strive to nurture each learner's talents, meeting their individual needs and aspirations.

#### OUR CORE AIMS

##### CARE

**Give each student personalised attention** with empathy and understanding to help keep them happy, motivated and healthy as they progress towards adulthood.

##### RESILIENCE

**Promote strategies to adapt, recover, and grow** in the face of challenges. Students step out of their comfort zone and learn never to give up.

**BE HAPPY AND NEVER, NEVER, NEVER GIVE UP**

##### IMPACT

**Prepare students to make a difference** to themselves and to the world through community service and peer support, giving them the tools for self-reflection, aspiration and personal growth.

##### CURIOSITY

**Make inquiry central** to our teaching and learning so that students become lifelong learners, never ceasing to critically investigate, question, and analyse.

**UNLEASH YOUR TALENTS, INSPIRE THE WORLD**



## Job Description

La Garenne School is looking to appoint a skilled IT support technician to provide quick and effective technical assistance with computer systems. The role involves responding to basic technical queries and offering solutions.

The successful candidate will manage the local IT infrastructure, participate in projects design and implementations, and support school staff with daily technical needs. Coordination and reporting to the management team.

An ideal System IT Support should possess strong technical knowledge, excellent communication skills to understand and explain problems and solutions, and a customer-oriented, patient approach to handling challenging situations.

The objective is to deliver value to staff and students, helping to maintain the school's reputation

## Main Duties

- Technical assistance with the delivery, configuration, setup, maintenance, and troubleshooting of computer systems, hardware, and software;
- Perform troubleshooting using diagnostic techniques and relevant questions;
- Identify the best solutions based on the issues and details provided by customers;
- Manage and maintain the school's IT infrastructure, including servers and networks;
- Provide accurate information on IT products and services;
- Maintain the school's IT inventory;
- Train computer users;
- Write and edit training manuals;
- Uphold principles of discretion, confidentiality, and information sharing.

## Required skills:

- Minimum B.S. degree in CS or Telecommunications or equivalent experience (working on position requiring engineer skills for at least three years);
- Strong knowledge of switched Ethernet networking with proficiency in planning, extending, maintaining and troubleshooting of large-scale corporate network (experience with MikroTik and Ubiquiti is a plus);
- Proficiency in basic network security (separating traffic with VLANs);
- Strong knowledge of enterprise-grade wireless networking with proficiency in radio coverage planning and troubleshooting;
- Strong knowledge of cloud technologies with proficiency in Google Cloud Platform;
- Sufficient knowledge of TCP/IP, understanding of IGP (namely OSPF), ability to check OSPF neighbours for most common misbehaviour, ability to maintain internal DNS zone and data on internal DHCP server;
- Sufficient knowledge of LDAP and Kerberos (implementation - Windows Active Directory);
- Understanding of principles of VoIP systems with ability to help with most common problems.



### **Additional skills:**

- Previous job experience in educational institutions, ability to support people with little knowledge in computers and networking;
- Experience with Apple MDM deployments (Munki, MicroMDM);
- Additional network security expertise;
- Google Cloud Administration through GAMADV-XTD3.

### **Will be a plus:**

- Knowledge of any general-purpose programming language (from Python to Assembly Language);
- Expertise in administering of any public or corporate Internet service (E-Mail, WWW, etc.);
- Experience in database Administration (SQL server, Postgres, MySQL);
- Experience in Virtualisation (Xen);
- Knowledge in administering Linux and other Unix-like OSes;
- Knowledge of Google Apps (Sheets, Docs, ...) and Google Apps Script;
- Ability to deliver lessons of computer programming and robotics;
- Experience in setting-up and maintenance of 3D-Printers.

### **Personal Competencies and Attributes:**

- Strong organisational skills, attention to detail, and high standards.
- Excellent problem-solving, analytical, and teamwork skills.
- Openness to learning new technologies.
- Proficiency in English and French, other languages is advantageous.

## **How to Apply**

We welcome applicants who have a passion for education, who are ready to offer individual attention, participate in the life of the whole school and who will uphold our Guiding Principles.

### **Please send the following documents to the address below:**

- Complete curriculum vitae.
- A letter of application (handwritten if possible).
- A copy of your passport information page and/or Swiss work permit.
- Names and contact details of at least two referees for your last two jobs.

**[hr@la-garenne.ch](mailto:hr@la-garenne.ch)**

Human Resources  
Chemin des Chavasses 23  
1885 Chesières  
Switzerland

La Garenne International School is fully committed to safeguarding the children and young people in our care and expects the same from its employees. All new staff are subject to enhanced pre-employment



clearance, including identity, criminal background (as well as a special excerpt from the Swiss criminal records for people working with children), qualifications and employment checks.

## **Overview of Employee Benefits**

- The opportunity to live and work in a beautiful area with great connections to the rest of Europe;
- To work in a school with an excellent reputation;
- To be part of a growing school with opportunities for advancement;
- To be part of a team of well-qualified and enthusiastic staff;
- Professional development opportunities;
- Numerous outdoor activities available in and around the resort of Villars;
- Staff access to the school gym.