



聖保羅男女中學附屬小學 ST. PAUL'S CO-EDUCATIONAL COLLEGE PRIMARY SCHOOL

IT Technician

We are seeking a proactive, reliable and multi-skilled IT & AV Technician to oversee and maintain our school's IT infrastructure, classroom technologies and audiovisual systems. The successful candidate will ensure a smooth, secure and digitally efficient learning environment for our students, teachers and staff.

Job Responsibilities:

1. Network & Infrastructure Maintenance
 - Provide day-to-day support for PC, LAN/WAN networks, systems and school applications including eClass, Moodle & AI platforms.
 - Asset management of hardware, software and network equipment including procurement, inventory keeping, installation and configuration.
2. Audiovisual (AV) & Classroom Support
 - Manage and maintain classroom hardware, including TVs, audio systems and speakers.
 - Manage, operate and maintain various types of IT and multimedia systems. (including stage audio and lighting equipment, etc.)
 - Set up, test and operate AV equipment for school assemblies, ceremonies and events in the function rooms, conference rooms and meeting rooms.
 - Support the operations of the School Campus TV studio and related broadcasting equipment.
 - Responsible for photography and video recording within and outside the school. (including overseas)
3. Systems, Security & Digital Media
 - Monitor and maintain the school's CCTV system to ensure campus safety.
 - Perform regular content updates and basic maintenance for the official school website.
 - Provide timely technical support and troubleshooting for teachers and staff.

Requirements:

- HKDSE Graduate or possess a related discipline in Information Technology, Computer Science or equivalent;
- Practical knowledge in supporting the PC/ LAN/ WAN, systems and applications;
- Experience with AV systems, sound mixers and digital displays is highly preferred;
- Knowledge of basic networking - (Configure IP, Gateway);
- Good communication and interpersonal skills to interact effectively with teaching staff and students;
- hard-working, detail-oriented and able to work independently with minimal supervision;
- Strong problem-solving skills under pressure (e.g. live event troubleshooting)
- Commencement Date: July 2026

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to spccps@ps.spcc.edu.hk or by post to **The Headmistress, St. Paul's Co-educational College Primary School, 11 Nam Fung Path, Wong Chuk Hang, Hong Kong.** Please mark "Confidential" and specify the post you apply for in your application and on the envelope. Candidates will be required to undergo Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and used solely for employment-related purposes.)