



ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH (ISF) is a premiere, private international school that has been in operation for more than 25 years. The school brings together people and cultures from all over the world and provides a distinctive, high-quality education.

ISF is a private, full-day school for students from Kindergarten/Pre-School through Grade 12. Our spacious campus equipped with state-of-the-art facilities is located in the west of Frankfurt, Germany.

As a member of the SABIS® Network, ISF is an educational organization that manages schools in 16 countries on four continents. SABIS® Network schools are distinguished by their implementation of the SABIS® Educational System, an internationally-oriented, college-preparatory system that has been developed over the past 130 years and emphasizes the core subjects of Mathematics, English, and world languages.

With approximately 150 employees from 25 different countries, ISF is one of the most prestigious international schools in Germany.

To ensure that we are able to continue the successful development in the future, we are looking for a committed, motivated person to start in the following position at the earliest possible date:

Junior IT Assistant (Werkstudent) (m/f/d), full or part time (EUR 17/hour)

Your Responsibilities

Maintaining school IT systems and SABIS® technologies and implementing the procedures of these technologies at the school to ensure an effective, secure, and efficient school operation under the supervision of the IT Manager. Specific responsibilities include:

- Maintain computer networks
- Operating Systems deployment and configuration
- Provide on-going support for administrative and student computer systems
- Provide technical assistance to school staff in the set-up and use of hardware and peripherals;
- The upkeep and troubleshoot of Android tablet related issues
- Updating and distribution of applicable IT administration related paperwork
- Perform routine maintenance on hardware and operating system software
- Directing equipment for repair and monitoring the repair process
- Printer installation and general maintenance
- Support and upkeep of our Interactive Whiteboards
- Provide timely and professional, client level technical support for our ISF community
- Collaborate as a team member on technology initiatives and projects
- Maintain a commitment to continual self-improvement through regular professional development opportunities



- Respond to support ticketing service requests and maintain accurate task log
- Maintain, support and repair technical equipment, including, laptops, printers, Interactive White Boards, projectors, A/V equipment and peripherals
- Install and deploy new equipment, and perform hardware/software upgrades and installations
- Maintain an accurate inventory database
- Manage positive relationships with our technical support providers and vendors
- Research equipment, software or other solutions and recommend improvements upon request
- Actively participate in forums and online communities to stay current and up to date with advances in technology

Your Profile

- Strong interpersonal communication and organizational skills, ability to work effectively in a team environment and with an emphasis on customer service
- Experience providing client level technical support in a demanding workplace
- Experience supporting both Windows and Android operating systems and software (Mac a plus)
- Experience troubleshooting and supporting devices on both LAN and WLAN networks
- Experience in a school-based instructional technology setting
- Undertaking formal technical vocational experience or equivalent qualification
- Fluency in English
- Experience in working in a school or with young students

We offer

- An interesting job with responsibility for a wide variety of tasks
- A truly international working environment
- Clear decision-making channels
- Professional development and advancement opportunities
- An enthusiastic team
- Performance-related compensation
- Very good accessibility by public transport (Frankfurt S-Bahn S1 and S2)
- Free employee parking spaces
- Spacious cafeteria with a wide range of meals and soft drinks

Job Location: Frankfurt-Sindlingen, Germany



Our Contact Details

If you feel that you are the right candidate for this position, we would be delighted to meet you.

Please send us your detailed application documents (only via E-mail), preferably in English, together with your salary expectations and the earliest possible starting date to our School Director, Mrs Corina Rader, at jobs@isf-sabis.net

Please note that only candidates with a valid work permit for Germany will be considered

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