



An Anglican Boys' School, rooted in Africa, providing a holistic and relevant education in a nurturing, and transforming environment, committed to developing men of principle and compassion.

Prep ICT Manager - Ed Tech Specialist

The following position will become available at Bishops Diocesan College – Prep School with effect from January 2026.

The Prep ICT Manager-Ed Tech Specialist plays a pivotal role in supporting, innovating and integrating technology into the Prep environment, prioritizing learning and teaching. This role encompasses technical support, professional development, and technology integration to enhance 21st century skills.

While the responsibilities listed below outline key areas, the role is dynamic, adapting as systems evolve. Continuous professional development (PD) is expected to ensure readiness for future technological advancements.

Job Responsibilities:

- Facilitate professional development of staff relating to the integration of ICT
- Support 21st century learning and curriculum integration
- Encourage and optimize effective technology use
- Deliver ICT hardware, software, and classroom AV support
- Manage MIS and intranet systems
- Oversee web support and communication platforms
- Build partnerships within the College and key schools
- Budget Management

Required Skills and Qualities:

- Creative and inspiring approach to learning and teaching
- Excellent interpersonal skills
- Adaptability and flexibility
- Ability to communicate precisely and effectively
- Facilitation skills training, ability to work under pressure, calm and measured approach, respectful style and self-starter

Experience and Qualifications required:

- Qualification or experience in teaching together with qualifications or experience in ICT

- 3 years academic leadership in a school or educational environment

Reporting to: ICT Director and Prep Headmaster, working closely with the Prep Academic Deputy

Interested applicants should click on the link below to complete the online application form by 15 August 2025

[online application](#)

Only shortlisted contacts will be contacted by 22 August 2025. If you have not heard from us by this date, please consider your application to have been unsuccessful.

Only South African citizens will be considered for permanent post.

www.bishops.org.za

Bishops, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

Bishops is committed to transformation. In accordance with our Employment Equity Plan, preference shall be given, but not limited to, candidates from the designated groups.