

Graeme Barnes

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Profile:

I have 18 years of experience in ICT/Education and have held administrative and management roles. These roles have included: IT Manager, Network Manager, Subject Head, Library Team and School Council. As such I have worked closely with the school community as a whole. I have taught Mathematics, ICT, and Computer Studies throughout secondary and have developed courses and schemes of work. I have delivered adult education courses including professional development. My ICT project management experience is extensive both within education and in business. My professional approach and integrity, as much as my logical and critical thinking, secured the trust and respect of the school communities I have worked with.

Education:

- Postgraduate Certificate of Information Technology Management, U21 Global, Singapore, 2009 – Testamur: University of Melbourne
 - Organisational Behaviour
 - Information Systems Project Management
 - Outsourcing and Vendor Management
 - Information Technology Systems for Business
- PGCE, University of Strathclyde, Mathematics – 1993, Computer Studies – 1997
- Beng (Electrical and Electronic), University of Strathclyde, 1992

Work Experience:

9/2011-date

International Tuition Services Ltd, Hong Kong (Edexcel centre)

- Head of Maths and IT / IT Manager.
- Interview new staff, develop IT Business plan,
- Project Manager/VP - establish online school

9/2010-9/2011

AMG Tuition, Hong Kong

- Prepared IT business plan for company
- Tutor – IGCSE, A-level, IBDP, CEE, HKDSE

9/2009 – 8/2010

Po Leung Kuk – Choi Kai Yau School, Hong Kong

- Subject head of IT introducing IGCSE Computer Studies
- Coordinator introducing IGCSE Mathematics / IGCSE Additional Mathematics
- Advise on ICT issues such as: website, email, school database, online reporting
- Advise on: establishment of house system, language policy, timetable, library team

8/2008 – 6/2009

Xiamen International School, Xiamen, PRC

300 student all-through IB school: PYP, MYP, DP

- ICT steering committee
- MYP documentation for mathematics department
- Reorganization of department including rooming / resources / budget
- Grade 8/9/11/12 Mathematics (IB-SL, MYP: Geometry, Algebra I)

1996 - 2008

Island School, Hong Kong; 1200 student secondary school

Non-teaching	Teaching
<ul style="list-style-type: none">• Network Manager 1998 – 2008• School Council 2001 – 2005• Library Team 2000 – 2002• Staff trainer – ICT / ESL• Staff Rep. 2006-2008• Staff reviewer• Performance management• Recruitment• Mentor HKU students	<ul style="list-style-type: none">• Mathematics Y7-Y13 (GCSE, IGCSE, A-Level, IB-SL)• ICT Y7-Y11, GCSE short course, developed in-house Y7 course• Computer Studies: IGCSE, A-level• Form tutor: Y7, 8, 9, 12, 13• Camps and school trips• Support teaching• HKMUN

Network Manager, responsibilities:

Manage infrastructure, project management, manage network and ICT technicians, software and hardware procurement, documentation, customer-orientated structure, identify and plan for future needs, staff training, manage budget, advise on ICT strategy, attend(or chair) ICT Steering Committee, directly responsible to SLT and School Council

Example tasks:

Oversaw expansion of computer network from 70 PC's and 2-servers to a network comprising of 500PC's, 250-laptops, email, FTP, WiFi, firewall and 10-servers

One-two-one laptop scheme – advised school community and prepared infrastructure including tender for almost HK\$1M upgrade project in 2008

Communication – implemented email solutions for students and staff, intranet, website and FTP. Established protocols and policies for use

Procurement – oversaw HK\$500,000 budget in 2001. Advised and help implement current budget of over HK\$1M

Information Systems – support SIMS then MAZE plus HR and finance systems. Additionally, supported school developed systems for reporting, room-booking, intranet and online learning platforms.

Staffing – hire, support professional development, and report to office/business manager and SLT on performance management.

Technical – extensive knowledge of software (educational, office, utilities, server), hardware knowledge(infrastructure, wifi, firewall, server), administration of systems (setup users, access-rights, password management) – 'hands-on' approach.

Training – provide support and training for administration and teaching staff

Liaison – with ESF and non-ESF schools to share ideas and solve common problems.

ESF – involved in hiring the ESF Centre Network Manager, advised on ESF email system, and most helped with the ESF wide 'gateway' project.

Management structure – proposed new structure in 2008 which has now been fully implemented

ICT Steering Committee, 1997 – 2008, occasionally chair

Other:

Library team, 2000-2002 – promote library and oversee HK\$4 million redevelopment with specific focus on ICT.

Other work experience

1995 Korean International School, Hong Kong Summer ESL classes	1995-1996 Sear Rogers International School, Hong Kong 200 student 'ESL' school IGCSE Maths, Computer Studies, set-up IT infrastructure
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BUSINESS

2002-2005

Established a web-hosting company - IndoScot - in Hong Kong. The customer base was SME's and start-ups. These companies covered a wide-range of business interests from import-export to publishing to education.

Services provided included: procurement, interviewing new staff, security consultancy, staff training, out-sourcing, hosting, design, complete server solutions(both in-house and at data-centres), PC support and project management. As such the company hired full-time staff and bought-in additional support when required to meet customer demand.

I established the company and fulfilled several roles: administration, policy-making, project management, hiring and supporting staff, sales, marketing, customer support and technical support.

The company started with a small initial sum and no customers but within 3-years generated a profit and had over 100-customers. The company was then sold as a profit going concern in 2005.