DATABASE AND SYSTEMS ADMINISTRATOR

The Database and Systems Administrator is responsible for the continual improvement of business processes, systems, and management of school data, using a variety of systems and technologies.

This role supports the Principal in maintaining and developing the school mission of Excellence in Education, Christianity in Action through the successful integration of administrative and educational technologies across the School.

Reports to:
IT Manager

Responsibilities

- Maintain and support the key database environments including the development of queries, jobs, and automation procedures
- Work with key stakeholders to translate business needs into technology through strong analytical and problem-solving skills
- Continually improve the data flow and integration between platforms to enhance the visibility and usability of systems and data
- Administration and maintenance of school data services and related systems
- Act as a point of escalation for administrative staff and liaise with 3rd party providers to resolve technical issues
- Create and maintain detailed documentation.

Life of the School

Support the Principal in developing and maintaining the professional culture, a safe work environment and upholding the School community:

- Actively support the Christian identity and purpose of the School
- Uphold the values and expectations as described in the Staff Code of Conduct
- Treat colleagues, students and parents with dignity, respect, and the utmost professionalism
- Support colleagues in their ongoing professional learning journey by sharing resources and expertise
- Commit to personal and professional growth through active participation in the School Professional Growth strategy
- Assist in monitoring a safe and secure school environment for self, staff and students
- Contribute to the development of policy, procedures and processes

Role interactions:

Liaises directly with:

- Deputy Principal
- Director of Learning Technologies
- Teachers
- Administration Team
- IT Team

Requirements -

Knowledge, skills, abilities and experience
(Essential)

- Successful completion of tertiary qualification in Information Technology and/or proven hands-on experience
- Demonstrated understanding and/or experience of the current role of a DBA, Software Engineer, or similar role within an organisation
- Demonstrated ability to interpret the needs across a range of stakeholders, and plan and respond accordingly
- Advanced SQL knowledge and experience working with relational databases, query authoring (SQL) etc. – specifically MS-SQL
- Advanced working knowledge of Microsoft PowerShell scripting
- Some experience working and integrating with APIs. e.g RESTful, SOAP, jSON-RPC, XML-RPC

(Desirable)

- Experience working in/with:
  - school contexts
  - Canvas LMS
  - Synergetic SIS
  - integration platforms such as Power Automate
  - Azure Cloud and Microsoft 365 platforms
  - BI processes and visualisation platforms – specifically PowerBI.
- Comfortable working with JavaScript (Node.js, AngularJS), HTML, CSS, PHP, Python.

Behaviours

- Initiative, analysis and problem solving
- Proven teamwork
- Effective time management
- Reliability and follow-through
- Attention to detail
- Well-developed written and verbal communication