



POSITION DESCRIPTION

TITLE:	Database Administrator
HOURS:	Temporary Role (1 year contract with possibility to extend) This role could be full time, part time, and/or largely term time only
REPORTS TO:	Director of Learning Technologies via Systems Manager
COMMENCEMENT:	January 2019

POSITION OVERVIEW:

LIAISON WITH:	Business Manager Director of Teaching and Learning Administration Learning Technologies Team Heads of School
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PHILOSOPHY: The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other educational institutions. Administrative and support staff are provided to give management support and technical assistance to help the school provide the best possible learning environment.

Honesty and integrity are the first of the Pittwater House Core Values and are important to staff attitude in the School's administration. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the Schools and your actions need to be in accordance with relevant laws.

CONDITIONS OF EMPLOYMENT:

The terms and conditions of employment are according to the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*. This position is classified as a Level 3 Administrator.

The role is currently a one year maternity leave position with an opportunity to extend into the future. Additionally, as a family friendly work environment we are open to flexible working hours with the ability to work largely during term time with school holidays free and/or part time and flexible work options during term time.



RESPONSIBILITIES:

The Database Administrator position will assist the Systems Manager in maintaining and integrating the School's database systems.

Reporting to the Systems Manager, this is a varied role that would suit someone with an IT background in schools and supports the Pittwater House's key systems including: Edumate, Canvas and MYOB Exo

Detailed Duties

- oversee the Edumate School Management System
- helping to manage the integration of multiple systems to achieve outcomes for users
- advising and contributing to the current and future design of the administrative systems and related networks
- developing and maintaining a central knowledge base for the Learning Technologies team including operational, technical and configuration documentation
- ongoing maintenance of databases, including applying and testing patches, fixes and upgrades and maintain security measures to safeguard data

Essential Criteria

- experience in a similar role
- attention to detail with a high level of accuracy
- ability to work as part of a team and support varied stakeholders across the school
- effective verbal communication skills
- ability to follow directions and implement ideas with minimal supervision
- ability to create and maintain objects such as databases, tables indexes, stored procedures and automated jobs

Desirable Criteria

- experience working in schools
- experience in creating web-based reports from database resources
- experience with Edumate and/or Canvas
- experience with MSSQL
- experience in the area of Data Analytics
- experience programming APIs