



DATA SYSTEMS ADMINISTRATOR

Title	Data Systems Administrator
Reports to	Digital Transformations Leader
Department	Digital Learning & Innovations Team
Classification	Education Support Employee Category C (CEMEA 2022)
Loading	1.0 FTE

ROLE DESCRIPTION

Reporting to the Digital Transformations Leader, the Data Systems Administrator's focus is to provide support to the College through the maintenance of student databases and the coordination of college- wide orders.

CHILD SAFETY

At Salesian College Sunbury, we prioritise the safety and wellbeing of our students. Protecting students is the responsibility of everyone who is employed by the College in child-related work. Our commitment to child safety is reflected in our policies and procedures, which can be found on our Child Safety website page. All staff are required to comply with our Child Safety Code of Conduct Policy. Where any staff member breaches any of the College's policies or codes of conduct, the College will take appropriate action.

RESPONSIBILITIES

Education in Faith

- Support and participate in the faith life of the College including a commitment to the Mission Statement, ethos of the College and personal formation.
- Assist staff and students to develop their sense of belonging as members of the school through participation in rituals and celebrations that foster the development of a relationship – with each other, with God and with the community.
- Inspire the College community to bring the Salesian charism to life.
- Work to create a culture of service focusing on Salesian values.
- Implement a uniquely Salesian pedagogy of learning through relationship and presence' based on reason, religion, and loving-kindness.

Student Systems and Applications Administration

- Be the subject matter expert for student systems and applications, including Student Management System and Student Learning System.
- Ensure efficient processes for entry and maintenance of student data across applications and information updates through the student life cycle during and post attendance to the college
- Liaise with the ICT team to ensure integration of and communications between systems and applications.
- Provide advice and solutions to the Digital Learning and Innovations Team and other staff regarding use of systems and applications, in conjunction with the Digital Transformations Leader and ICT team.
- Assist with database reports and further staff training if required.



General

- Responsible for the upkeep, maintenance, and integrity of student databases, ensuring that they are accurate and available for authorised users.
- Implement and maintain security protocols to safeguard sensitive student and faculty data from unauthorised access.
- Provide support to staff and students in navigating and using the database system efficiently.
- Create weekly, monthly, and ad-hoc reports on student performance, attendance, and other metrics as required by the executive leadership team to support college projects.
- Responsible for routine backups of database systems and ensuring that backup protocols are followed consistently.
- Conduct training sessions for faculty and staff on how to utilise the database system effectively.
- Keep detailed records and documentation of database configurations, user permissions, and maintenance procedures.
- Work with the digital transformations leader to identify key performance indicators and generate insights based on data analysis.
- Act as the first line of support for any issues related to the database or order systems, resolving problems quickly and efficiently.
- Ensure that data storage and handling practices are in compliance with relevant regulations.
- Work closely with faculty departments, ICT, and administrative teams to align system capabilities with college-wide objectives.

Child Safety

- Be familiar with and comply with the College Child Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child safe environment for students.
- Demonstrate duty of care to students in relation to the physical and mental wellbeing.

Professional Development

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest to directions provided in the College Strategic Plan.
- Continue development of ICT skills as technologies evolve.
- Be an active member of a relevant professional association, if applicable or as duties permit.

General Duties

- Contribute to a healthy and safe environment for yourself and others and comply with all safe work policies and procedures.
- Attend school meetings and after school services / assemblies, sporting events, mass, community and faith days as required by the Principal.
- Demonstrate professional and collegiate relationships with colleagues.
- Other duties as requested by the Principal.

SELECTION CRITERIA

1. A commitment to the Catholic and Salesian ethos, participating in the faith life of the College, including a demonstrated understanding of the ethos of a Catholic school and its mission.
2. Strong verbal and written communication skills, including a demonstrated ability to communicate with children, parents, and the school community.
3. Demonstrated experience in a high-level data systems role.
4. Experience in education preferred.

5. Relevant educational qualifications.

The Salesian College Sunbury community is committed to promoting the safety, wellbeing and inclusion of all students.