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## Database Administrator/Analyst

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### Position Overview

The Database Administrator/Analyst is responsible for ensuring the accuracy, integrity and availability of data from the School's information and record systems. This role involves liaising with various stakeholders to ensure optimal use of these systems.

### Key Responsibilities

#### Duties include but are not limited to:

- Administer the School's databases and ensure the integrity of the data.
- Adhere to the data collection protocols and liaise with other key stakeholders to ensure the data entry protocols are consistent to ensure a single point of truth.
- Provide technical support for SQL database environment.
- Administer database front-end applications such as Synergetic.
- Develop reports, queries and mailing lists from the School's data in timely manner.
- Ensure the effective use of good project management practices in managing project implementations within the school.
- Maintenance of database infrastructure.
- Automation of database related tasks including creation of custom views for regular queries.
- Provide advice to the School in relation to developing big data strategy.
- Manage the relationship with software provider's support team, escalating issues that require immediate resolution and advocating for fixes/patches to the applications when appropriate.
- Provide support and training to employees in effective database use and management, including data integrity.
- Other duties as requested by the IT Manager.

### Required Technical Knowledge and Skills

- Minimum five years SQL Server Database Administration/Analyst experience with report creation modelling and trend forecasting.
- A degree in Information Technology or equivalent work experience in an IT Department.
- Expert knowledge of Synergetic School Management System and Crystal Report and Microsoft Query knowledge.
- Expertise in Transact SQL, SSIS, SSRS, SSAS and SQL Broker services.
- Experience with Crystal Reports.
- Expertise in Query optimisation and performance tuning.
- Knowledge of virtualisation tools such as Power BI.
- Automating the routine tasks.

### Desirable Knowledge and Skills:

- Schoolbox Learning Management system.
- Octopus BI tools.
- Experience with hosting and migrating databases from on-prem to cloud.

### Expected Outcomes



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- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures.
- Effective, positive and cohesive working relationships with the IT Team, all other members of the School Community and relevant external bodies.
- Contribution to the strategic direction of the School and generation of ideas for improvement, change and innovation.
- Effective day-to-day operation of the IT Department including demonstrated improvement of systems and processes.
- Agreed initiatives implemented effectively and key performance targets achieved.
- Timely provision of advice, support and reports to the IT Manager.
- Prompt, accurate and professional response to staff, student, parents and external bodies.

### **Working Relationships**

The Database Administrator/Analyst Reports directly to the IT Manager and.

- Provides support and advice to other staff as required.
- Liaises with external agencies and providers.
- Attend:
  - Staff meetings.
  - Administration Staff meetings.

### **Personal Characteristics**

- It is expected that all IT staff work as a team whilst being responsible for their separate areas.
- Flexibility and adaptability are integral in all IT staff roles.
- Demonstrates a passion and commitment to the vision and values of Kilvington Grammar School.
- Presents a professional, positive, warm and welcoming persona.
- Demonstrates high levels of confidentiality.
- Demonstrates a respect for students, parents and staff.
- Displays empathy, enthusiasm and commitment.
- Possesses a strong work ethic.
- Operates effectively in a collaborative team environment; establishing a rapport with others and building strong relationships.

### **Child Safe Statement**

Kilvington Grammar School is committed to providing a child safe environment. We want our students to be safe, happy and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability.

All staff at Kilvington Grammar School are required to complete the School's Child Safety and Protection training program. The staff intranet contains copies of the School's Child Safety and Protection Policy, Mandatory and Non-Mandatory Reporting Procedures and the Child Safety Code of Conduct, which all staff are required to read.

You must hold a valid Working with Children's Check and complete a Police Check.



**Kilvington**  
Grammar School

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### **Additional Information**

This full-time position requires the Database Administrator/Analyst to work flexible hours to attend meetings and functions as part of, or in addition to, normal working hours. Additional time may be needed to meet deadlines. A number of duties will need to be performed at times other than during the school day.

Revised September 2020