



Peninsula Grammar School

Date:
11/03/21

Position Description

Position Title	Student Information Systems Administrator
Reports to (Position)	Director of IT
Location	Melbourne, Australia
Employment Status	

Components of this Position Description	
1	Organisational Profile
2	Position Objective
3	Key Stakeholders
4	Core Responsibilities and Accountabilities
5	Key Capabilities and Competencies
6	Qualifications, Registrations and Experience
7	Additional Information and Special Conditions

This Position Description is a summary of the core responsibilities and expectations of the Student Information Systems Administrator. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.

2. Position Objective

As a part of the IT team, the Student Information Systems Administrator provides support to all staff regarding their usage of the school's databases in a timely, efficient and professional manner. The Student Information Systems Administrator reports to the Director of ICT and works in conjunction with the schools existing Network Administrator, Digital Learning Administrator and ICT support team.



3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Head and Deputy Heads of Junior, Middle and Senior Years
- Business Manager
- Operational Staff (Administration and Business Support functions)
- Teaching Staff
- Students

External

- Parents
- External Providers

4. Core Responsibilities and Accountabilities

The Student Information Systems Administrator is responsible for administrating the schools core SQL database (Synergetic) and providing support with its integration into the schools 3rd party supported applications as required, including developing and supporting user forms and reports for staff as required.

Key Systems

- Synergetic database

General Responsibilities

- Liaise across departments to ensure the security, integrity and functionality of the School's Synergetic management system and currency of access and rights
- Develop, support and run queries and produce reports from the database using Crystal Reports, coordinate and administer subscribed and future modules
- Be proactive in marketing the features of the database to staff
- Train staff in the use of all the relevant features of the database
- Demonstrate attention to detail and ensure adherence to quality standards
- Archiving of student reports
- Ensure reporting format for semester reports is as defined by the relevant manager
- Ensuring accurate data entry on all records within Synergetic
- Responsible for creating and maintaining data reporting requirements for various government agencies including census
- Create Parent / Teacher Interview schedules
- Develop data resources for use in other systems for administrative and IT purposes – like user provisioning and deprovisioning
- Management of student ACER database to align it with Synergetic
- Manage the rollover process of Synergetic each term, semester, year
- Develop Power BI reports for the business office as required.

NCCD record Administration

- Administer Synergetic and any other appropriate systems to ensure that NCCD data requirements can be stored and retrieved in a way that complies with the VRQA registration process
- Offer advice, support and training to stakeholders on how to use, and optimise use of, Synergetic and any other appropriate systems to fulfil NCCD requirements
- Keep apprised of developments in the NCCD recordkeeping space in like schools and vendor offerings. Access their suitability for the school in partnership with the Department of Learning Support staff and the Risk and Compliance Manager
- Develop and produce relevant NCCD reporting for the purpose of funding and/or evidence building



Position Description

Workplace Safety

- Follow School Board policies as required
- Follow safe working procedures developed for the School
- Ensure all health and safety regulations are adhered to within your designated area
- Report any equipment or situation that is hazardous or has the potential to affect the health safety of Peninsula Grammar workplace
- Comply with purchasing guidelines for health and safety when ordering medical supplies
- Ensure appropriate storage and use of medical supplies

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

- Relevant computer skills
- Strong organisational skills
- Ability to respond in a calm and professional manner
- Advanced administrative skills; across the Microsoft Office Suite, Zenith and Synergetic
- Excellent time management and organisational skills

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- A tertiary qualification in computer science or related field preferred but not required
- Current Working with Children's Check
- Current Police Check
- Current First Aid – HLTAID003
- Current Drivers' Licence

Experience

- Three – five years Synergetic School Administration Experience
- Schoolbox administration experience (desirable)
- Experience with complex Crystal and SSRS reports
- Development experience would be looked upon favourably
- Experience with SQL Server analysis services and SQL integration services (desirable)
- Experience with any Business Intelligence tools such as MS Power BI
- Experience working with key stakeholders to develop business reports
- Understanding of databases and SQL queries including MS Query

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Good problem-solving skills
- Strong leadership skills
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience



Position Description

- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In its day-to-day duties, the role will be responsive to the needs of the School
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2020) and the National Employment Standards. The position is graded at School Administration Service Grade 4

Core Demands

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>