



St Catherine's School
Sydney



Data and Systems Specialist
Permanent full-time



The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 167 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 31 October 2024.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



St Catherine's School, Sydney

Our identity

We are an Anglican school educating young women for life.

Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

We value

Integrity • Courage • Relationships • Service.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 31 October 2024.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



Primary purpose

Position: Data and Systems Specialist

Responsible to: Headmistress

Reports to: Director of ICT

Effective date: October 2024

Details: Permanent full-time role

Position summary: Responsible for responsible for performing a range of technical tasks including analysis, design, coding, execution and implementation of systems and data management solutions at the school.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 31 October 2024.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



Major responsibilities

Database services

- Support, Manage and maintain the systems and data integration procedures and processes required for sharing of data between various School systems and other related data sources.
- Designing, coding and implementing solutions and SQL queries to collect, extract and present data for key stakeholders.
- Create output and input file formats, exports, imports as required by external agencies or members of school staff as directed.
- Work with internal and external teams in maintaining and supporting the school's SharePoint environment.

General administration and support

- Develop and implement training and documentation for applications.
- Assist in task planning, estimation, scheduling.
- Generate management and academic reports as required using current technology

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 31 October 2024.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au

- Manage and liaise with School leadership and Head of departments for Timetabling and academic reports including inputs of outcomes and other data in preparation for academic reports.
- Provide database and information source related support to user community and support technicians.
- Providing feedback to users when database and data source related incidents are resolved or being investigated.
- Communicate database related system changes to user community.
- Data mapping across multiple data sources.

Experience/Skills

- Working with and supporting SQL databases and strong SQL scripting skills
- Programming languages (C#, Java, SQL)
- Microsoft 365 technologies including MS Graph and Power Apps
- An understanding of API design principles, frontend development and integration
- A knowledge of data integrity models and techniques
- An ability to interpret data models and understand complex relational databases
- Strong written and oral communication skills
- Excellent ability to resolve technical and programmatic issues of a complex nature in data architecture
- Experience in school learning management and information systems would be highly desirable

Desirable

- Minimum 5 years' experience in a related ICT area

Uphold and promote high standards in all areas of endeavour

Other duties

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 31 October 2024.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au

- To Keep abreast of new and current trends in the ICT sector.
- Support maintenance and upgrades related to database applications and service technologies in use by the school.
- To comply with the schools' policies and procedures as well as health and safety requirements.
- To participate in any training when required and keep up to date with new technology that assist strategic goals.
- Attend after hour meetings and events as required.
- Warden responsibilities as required.

Undertake other duties as required by the headmistress or her delegate

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 31 October 2024.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



Selection criteria

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Highly developed organisational skills
- Positivity and a high level of emotional intelligence
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving guidance and direction
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school
- Willingness to actively support the Christian ethos of the school.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 31 October 2024.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



Staff benefits

- Employee Assistance Program (EAP) counselling service
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre
- Access to school deli to order lunch daily

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 31 October 2024.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



 StCatherinesSchool

 @stcatherinessyd

 @StCatherinesSyd

 www.linkedin.com/school/st-catherine's-school_2/

 StCSchoolWaverley

 WeChat ID scs2024



For more information visit

St Catherine's School
26 Albion Street Waverley NSW 2024 Australia
e: stcaths@stcaths.nsw.edu.au t: +61 2 8305 6200 w: www.stcatherines.nsw.edu.au
CRICOS 02322K | ISSN 2205-0396