CAMPBELLTOWN
ANGLICAN SCHOOLS

Position Profile

ICT Database Administrator

Permanent Full - Time Position

BROUGHTON
ANGLICAN COLLEGE
Life Through Christ

ST PETER'S
Heart

ST PETER'S
ANGLICAN GRAMMAR
Life Through Christ

ICT Database Administrator

Information System Coordinator
Applications are invited for the permanent full–time position of Database Administrator at Campbelltown Anglican Schools (CAS).

Campbelltown Anglican School Council
Campbelltown Anglican Schools Council delivers Christian Education to 1,800 students from the Macarthur community through St Peter's Anglican Grammar, St Peter's Heart, and Broughton Anglican College.

http://www.stpeters.nsw.edu.au/
http://www.broughton.nsw.edu.au/

Vision
The vision of Campbelltown Anglican Schools Council is to be a beacon to South – West Sydney that proclaims the gospel of forgiveness, hope and life through Jesus Christ, providing quality, visionary educational opportunities, encouraging a journey of lifelong learning.

Mission
To educate young people in ways consistent with the teaching of the Bible, the gospel of Jesus Christ, and the doctrines of the Anglican Church in the Diocese of Sydney, through maintaining and upholding the Christian faith in teaching and learning.
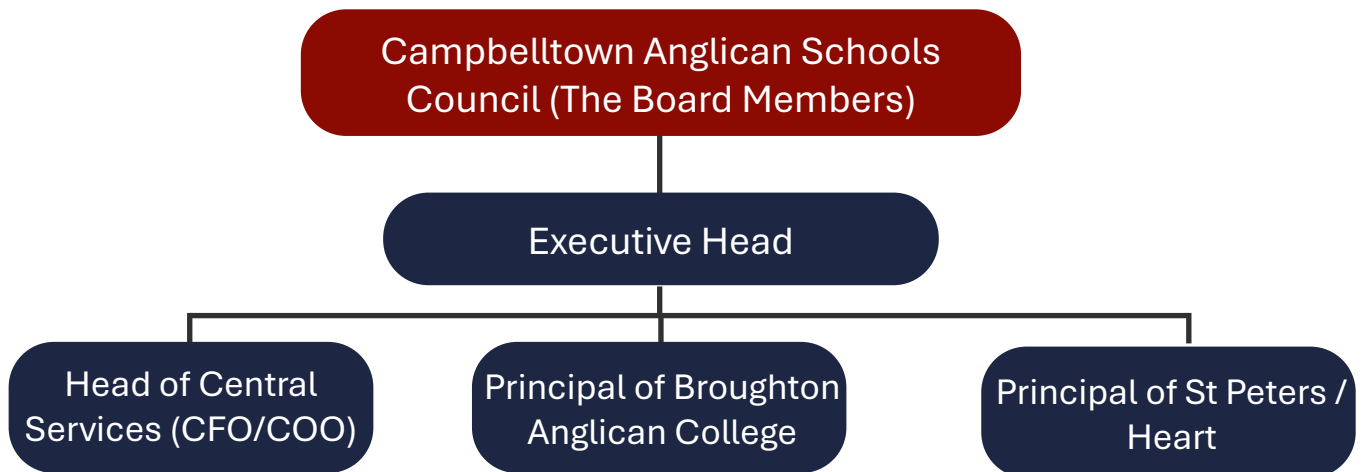
Central Services
Central Services is the business unit of Campbelltown Anglican Schools Council which is responsible for the provision of business support services to the schools.
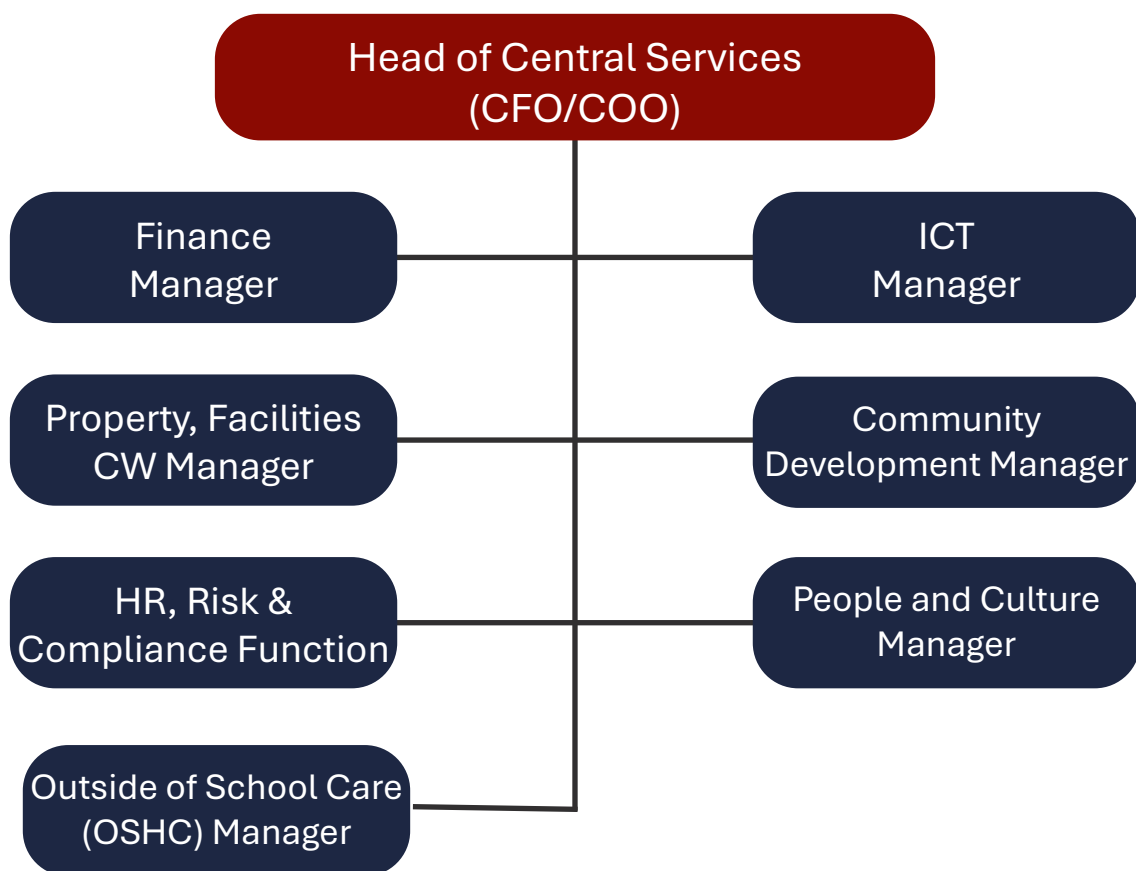
Central Services Functions
1. Governance Secretariat
2. Strategic Direction and Leadership
3. Mentoring and Support
4. Financial Leadership and Management
5. School Improvement
6. Property and Facilities
7. People and Culture
8. Risk Management
9. ICT Services
10. Communications, Events and Marketing
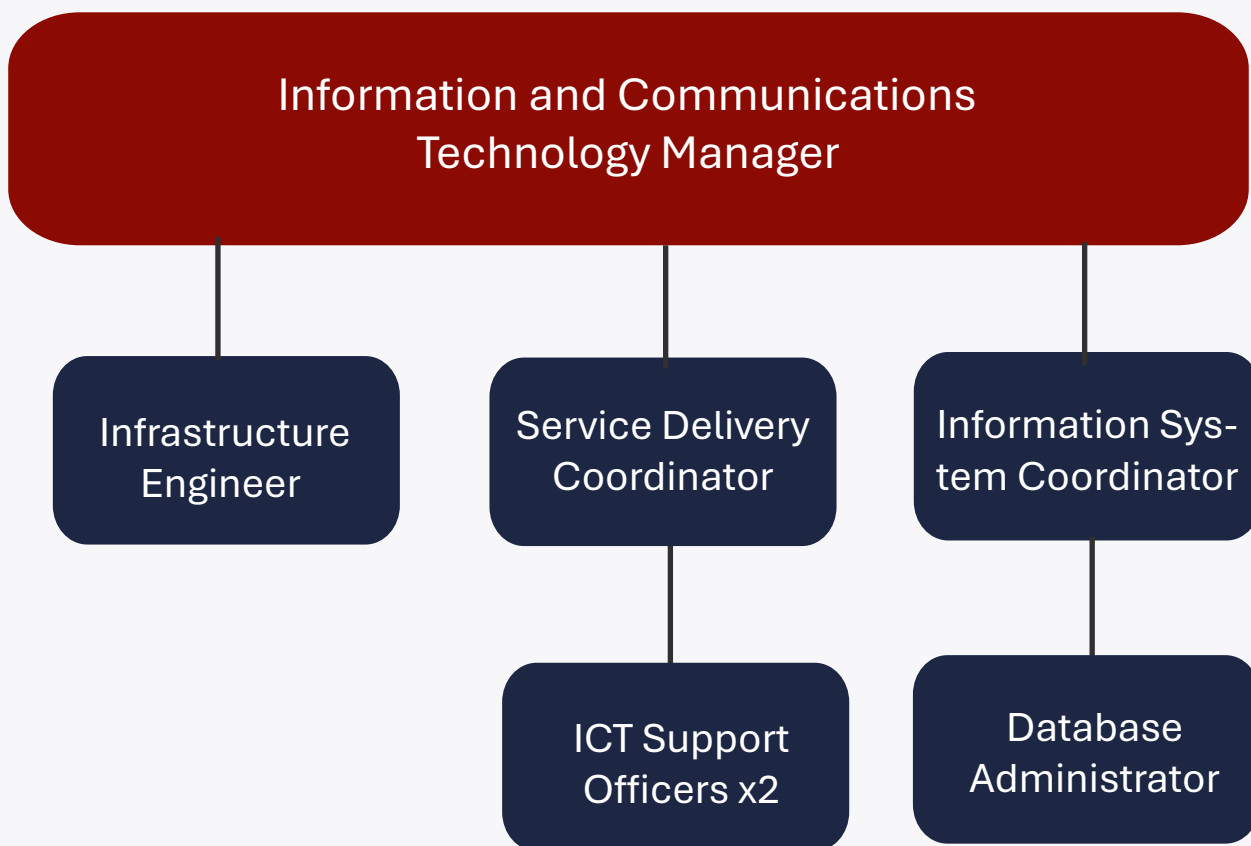11. OSHC Services

CAMPBELLTOWN
ANGLICAN SCHOOLS

Organisation Structure

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        ┌──────────────────────────────────────┐
        │  Campbelltown Anglican Schools       │
        │  Council (The Board Members)         │
        └──────────────────────────────────────┘
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               ┌──────────────────┐
               │  Executive Head  │
               └──────────────────┘
        ┌────────────────┼────────────────┐
┌──────────────┐  ┌──────────────┐  ┌──────────────┐
│ Head of      │  │ Principal of │  │ Principal of │
│ Central      │  │ Broughton    │  │ St Peters /  │
│ Services     │  │ Anglican     │  │ Heart        │
│ (CFO/COO)    │  │ College      │  │              │
└──────────────┘  └──────────────┘  └──────────────┘
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Central Services Structure

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              ┌──────────────────────────────┐
              │  Head of Central Services    │
              │  (CFO/COO)                   │
              └──────────────────────────────┘
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┌──────────────────┐               ┌──────────────────┐
│ Finance          │               │ ICT              │
│ Manager          │               │ Manager          │
└──────────────────┘               └──────────────────┘

┌──────────────────┐               ┌──────────────────────┐
│ Property,        │               │ Community            │
│ Facilities       │               │ Development Manager  │
│ CW Manager       │               │                      │
└──────────────────┘               └──────────────────────┘

┌──────────────────┐               ┌──────────────────┐
│ HR, Risk &       │               │ People and       │
│ Compliance       │               │ Culture          │
│ Function         │               │ Manager          │
└──────────────────┘               └──────────────────┘

┌──────────────────┐
│ Outside of       │
│ School Care      │
│ (OSHC) Manager   │
└──────────────────┘
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Information & Communications Technology Team

Information and Communications Technology Manager

- Infrastructure Engineer
- Service Delivery Coordinator
  - ICT Support Officers x2
- Information System Coordinator
  - Database Administrator

ICT Database Administrator

Position / Duties Description

Responsible to: Head of Central Services
Effective Date: January 2025

Main Objective:
The main objective of the Database Administrator is to ensure the performance, integrity and security of our databases. This includes planning, development, and troubleshooting to ensure optimal database performance and reliability.

The Database Administrator reports to the Information Systems Coordinator.

FTE: Full - Time

Hours: 8am - 4pm

Salary: Negotiable based on experience

Staff Discount on Fees for children enrolled in Campbelltown Anglican Schools.

ICT Database Administrator

Duties include:

- Professionally representing CAS in personal presentation, mannerisms and Christ-like service
- Operating with a high and consistent standard of service
- Working within the CAS framework at all times
- Participating in the Christian Life of CAS and participating in the wider life of the Campbelltown Anglican Schools

General Duties
- Installing, configuring, and maintaining database systems (e.g., Microsoft 365, SQL Server, TASS).
- Monitoring database performance, implementing changes and applying new patches and versions when required.
- Testing backup and recovery plans to ensure data integrity and availability.
- Implementing and managing database security measures to safeguard sensitive information.
- Troubleshooting and resolving database issues, ensuring minimal downtime and data loss.
- Planning and executing data migration projects to ensure data consistency and integrity.
- Maintaining comprehensive documentation of database configurations, procedures, and changes.
- Collaborating with developers, system administrators, and other stakeholders to support database-related activities.
- Assisting with resolving data-related challenges and addressing issues effectively.
- Leveraging APIs to enable seamless data integration and movement between systems.
- Supporting departmental clients, including staff and students, to ensure they can perform their roles efficiently.
- Providing technical assistance for various classroom technologies as required.

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ICT Database Administrator

Selection Criteria:

The Database Administrator should have:

Christian Faith
- A committed Christian, who is active in the life of a Reformed Evangelical Church.

Personal Attributes
- Support the Campbelltown Anglican School's vision of holistic Christian education.
- Conduct themselves in a manner in keeping with the College ethos and Code of Conduct at all times, modelling Christian maturity to the College community.

Skills and Competencies:
- Attention to detail and a proactive approach to database managment.
- Excellent problem-solving and analytical skills.

Experience and Qualifications
- Bachelors degree in Computer Science, Information Technology, or a related field.
- Proficiency in database management systems and performance optimisation.
- Proven experience as a Database Administrator or similar role.

ICT Database Administrator

How to Apply:

Applicants are asked to provide the following information to support their application:
- a cover letter / email
- information addressing the selection criteria and duties description
- resume / CV
- at least three professional references or referee contact details.
- a statement of personal Christian faith and character including Church involvement.
- certified copy of qualifications, academic transcripts etc
- current Photo ID

The successful applicant will be asked to provide a NSW Working with Children's Check number to allow CAS to undertake the verification of the applicant's Working with Children's Check status prior to a final offer of appointment being made.

Applications should be received by Head of Central Services via this **application form**.

Applications will be considered as they are received. CAS has the right and discretion to interview and appoint an applicant as Database Administrator at any time.

For further information contact peopleandculture@casc.nsw.edu.au

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