



POSITION DESCRIPTION

	Effective Date:	August 2025
POSITION TITLE:	Database and Systems Administrator	
REPORTS TO:	Head of ICT	
EXPERIENCE AND QUALIFICATIONS:	<p>Job Specific</p> <p>Relevant technical expertise, including:</p> <ul style="list-style-type: none"> • Tertiary qualification in Information Technology (or equivalent experience). • Strong knowledge of Microsoft 365 administration (Azure AD, Exchange Online, Teams). • Experience with authentication services, identity management and API integrations between enterprise systems. • Solid understanding of ICT infrastructure, including servers, networking, backup/recovery and virtualisation. • Experience in database administration (preferably Microsoft SQL Server), including data integrity, performance tuning and reporting. • Working knowledge of data analytics and reporting platforms (e.g. Power BI, Power Automate, Crystal Reports). • Familiarity with cybersecurity best practices for systems, networks, and data protection. • Excellent troubleshooting, problem-solving and documentation skills. • Ability to work collaboratively with technical and non-technical stakeholders in a school or enterprise environment. • Knowledge of School LMS platforms, or ability to quickly learn. <p>Management and Self-Leadership</p> <ul style="list-style-type: none"> • Flexible and proactive approach with strong troubleshooting skills. • Ability to work independently and in a team environment. • Effective at managing multiple projects and meeting deadlines. • Commitment to ongoing professional learning and technology change. <p>Communication and Interpersonal</p> <ul style="list-style-type: none"> • Good communication skills (written, verbal and interpersonal) to provide specialist/technical advice to a range of stakeholders. • Strong communication skills and a customer service mindset. • Commitment to Best Practice in all duties associated with the position particularly related to user support and respectful customer service. • Willingness to uphold the ethos and values of the School. • Ability to obtain a Working with Children Check. 	
POSITION PURPOSE:	<p>The Database and Systems Administrator ensures the reliability, security and performance of the School's ICT environment. This includes managing databases, Microsoft 365 services, authentication platforms and core systems to support teaching, learning and administration.</p> <p>The role balances technical expertise with problem-solving, enabling data-driven decision making, supporting integrations between systems and maintaining best practice in ICT operations.</p>	
KEY RESPONSIBILITIES:	<p>Whole School Responsibilities:</p> <p>Systems and Infrastructure</p> <ul style="list-style-type: none"> ➤ Administer the School's Microsoft 365 tenancy (Azure AD, Teams, Exchange, Office Apps). ➤ Administer servers, databases and identity management platforms. ➤ Maintain system security, backups, recovery and disaster recovery testing. 	

	Effective Date:	August 2025
POSITION TITLE:	Database and Systems Administrator	

- Manage upgrades, patches and integrations across key systems.
- Manage Microsoft Endpoint and Security Products.
- Administer VoIP & Communication Systems.
- Maintain accurate technical documentation.

Database and Data Management

- Administer the School's core database, ensuring performance, integrity and security.
- Extract and prepare data for reporting and compliance requirements.
- Collaborate on dashboards and analytics using Power BI/automation tools.
- Identify and resolve data discrepancies through regular audits.
- Support development of a School-wide data management and retention strategy.

Integration and API Management

- Manage and integrate APIs for data exchange across systems.
- Implement and maintain secure authentication protocols including SSO.
- Enforce API and system access standards.

Collaboration and Support

- Work closely with ICT colleagues and stakeholders to deliver reliable systems.
- Support the Principal and Leadership Team with reporting requirements.
- Provide technical advice and user support as required.
- Participate in ICT project planning and implementation.

Workplace Health and Safety

- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in Complispace, as updated from time to time.

Hours of Work

This is a full-time position working Monday to Friday between the hours of 8.00 am and 5.00 pm.
4 weeks annual leave at a time when ICT operational requirements permit.

Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at Perth College including evening or weekend work.