Database and School Systems Administrator
Permanent Full-time Position

St Margaret's College (SMC) is one of New Zealand's leading girls' schools with a proud history of academic, sporting, and cultural excellence. We have multiple learning pathways and a strong emphasis on wellbeing and pastoral care, as well as academic success.

Through a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, students and staff are encouraged and supported to discover their passions and be the very best they can be. The campus is one of the most modern in Christchurch and staff enjoy a working environment that is committed to the continual advancement of quality teaching and learning.

Join our team

Are you experienced and have a detailed knowledge of working with a range of school systems? If so, we are seeking an organised and proactive Database and School Systems Administrator to ensure the effective management and operation of our school's data.

About the Role

As our Database and School Systems Administrator, you will be responsible for working with a range of internal stakeholders, including our admissions and international team, administration and Community Relations teams to ensure accurate and timely data and reporting.

As a skilled user of KAMAR, you will manage the Kamar database, including updating user and privacy settings, managing general/emergency communication and project manage development to ensure we are maximising the system. You will also be the key administrator for Schoolbridge, including the technical development of electronic forms and relevant processes.

This role does require knowledge and experience of working within a school setting.

Key Responsibilities

- Efficient management, maintenance and ongoing development of the school's data systems
- Ensure that the schools database and systems support the effective delivery of teaching, admissions and administration
- Maintain high standards of data integrity, privacy, system functionality, and user support

About You

We are looking for a detail-oriented individual with strong organisational, relationship management and problem-solving skills to fulfil the breadth of this role. The ideal candidate will have:

- Experience of working with Kamar and ideally Schoolbridge in an educational setting
- Excellent communication and interpersonal skills
- Strong IT skills, including proficiency in Google
- The ability to multitask, prioritise, and work under pressure
- Attention to detail and a high level of accuracy
- Flexible and adaptable to changing priorities

If you are an enthusiastic and proactive professional looking for an exciting opportunity in a dynamic school environment, we would love to hear from you.

A Position Description is available on our website:
https://stmargarets.school.nz/explore-our-college/meet-our-people/work-at-smc/.

To apply, please send your CV and cover letter by email to Brian Woods, Director of ICT at recruitment@stmargarets.school.nz

Applications close on Sunday 30 March 2025 at midnight