



## Position Description

<b>Position title</b>	Database and School Systems Administrator
<b>Position reports to</b>	Director of ICT
<b>Tenure</b>	Permanent, full time
<b>Date</b>	March 2025

### About St Margaret's

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

### Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

### Our Purpose

Empowering girls to learn, live and lead.

### Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

### Purpose of the position

The School Database and Systems Administrator is responsible for the efficient management and maintenance of the school's data systems, ensuring that database and systems to support the effective delivery of teaching, admissions and administration. This role is integral to maintaining high standards of data integrity, system functionality, and user support across the school, enhancing the efficiency of school operations.

**Direct reports:** 0

## Key Accountabilities

Accountability	Expected deliverables
Admissions Administration	<ul style="list-style-type: none"> <li>• Liaise with the admissions manager and coordinator to ensure information from EnrolHQ is accurately transferred into Kamar In a timely manner</li> <li>• Check for accuracy of imported data from enrolHQ and update student records in Kamar to ensure they are in the required format and are complete</li> <li>• Liaise with the International Student Manager to ensure data relating to International Students is entered into Kamar</li> <li>• Ensure that previous school report data, learning support documentation plus any other relevant information is uploaded into Kamar</li> <li>• Provide copies of Health forms to the Health Centre and Boarding as required</li> <li>• Advise the appropriate staff of new student arrivals prior to them starting e.g. timetabled teachers, Deans of year level, Heads of School.</li> </ul>
Database Management	<p>Management of Kamar</p> <ul style="list-style-type: none"> <li>• Ensure all Information contained in Kamar is kept up to date so it can be relied upon to be used by all users of Kamar</li> <li>• Export/map requested information from Kamar for College staff</li> <li>• Health data is updated for students with serious medical conditions e.g. allergies and anaphylaxis and create a summary in a google Doc for the admin team</li> <li>• Ensure changes to the Information in Kamar are reflected in updated Information In other related systems e.g. SMC Connect</li> </ul> <p>Kamar reporting</p> <ul style="list-style-type: none"> <li>• Assist staff as required with reporting</li> <li>• Annually set up teacher mark books including, but no limited to:               <ul style="list-style-type: none"> <li>○ Entry of existing and new Learning Outcomes</li> <li>○ Entry of existing and new NCEA standards</li> <li>○ Enrolment (entry) of students into Learning Outcomes and NCEA standards</li> </ul> </li> <li>• Coordinate with the Director ICT the entry of Year 11 and IB Diploma assessments</li> <li>• Print and send student reports for families requesting a hard copy of student reports</li> </ul> <p>Manage Awards</p> <ul style="list-style-type: none"> <li>• Set up and administer the awards system in Kamar so it is correct for certificates and prize information can be extracted</li> <li>• Print awards in a timely manner for the Executive Principal to sign, ensuring they are accurate.</li> </ul> <p>Cafeteria Cards</p> <ul style="list-style-type: none"> <li>• Print cafeteria cards for new staff and students, including temporary cards as required</li> </ul> <p>Schoolbridge</p> <ul style="list-style-type: none"> <li>• Use Schoolbridge and other related software to:               <ul style="list-style-type: none"> <li>○ Send parents annual permission forms</li> <li>○ Update annual permissions and follow up any outstanding forms</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Development permission and staff forms in Schoolbridge</li> </ul> <p>Police vetting</p> <ul style="list-style-type: none"> <li>○ Manage the police vetting process of all new staff and contractors, and 3 years re-check process for non-teaching staff and contractors in conjunction with the HR Manager.</li> </ul> <p>Database Management</p> <ul style="list-style-type: none"> <li>● Optimise the use of Kamar and Schoolbridge, bring new ideas to management for review and manage any changes or updates as required</li> <li>● Ensure data security, user access and compliance with relevant IT requirements, reporting any issues to the Director of ICT</li> <li>● Provide technical assistance to staff, students and parents, proactively resolving issues related to database access and reporting tools</li> <li>● Generate reports and insights to support decision-making across academic and administrative functions.</li> </ul>
General communication and emergency communications	<ul style="list-style-type: none"> <li>● Ensure that letters to parents are generated utilising Kamar and are accurate and align to School brand guidelines</li> <li>● Maintain and update emergency messages via systems</li> <li>● Maintain emergency plan documentation (evacuation and floor wardens) in consultation with the Director of ICT</li> <li>● Send emergency communications to parent's ad staff as required (may include working outside usual hours)</li> <li>● Changes in preschool students are reflected and updated in emergency communication systems (manual).</li> </ul>
Ministry of Education Reporting	<ul style="list-style-type: none"> <li>● Ensure that all Ministry of Education requests ad reports for information are accurate and provided within the relevant timeline</li> <li>● Provide student funding information from the Ministry of Education to the Finance team</li> <li>● Ensure all student information is recorded and updated in Enrol: <ul style="list-style-type: none"> <li>○ Generate and complete roll returns</li> <li>○ provide information as required by the Ministry.</li> </ul> </li> </ul>
Parent - Teacher Meetings	<ul style="list-style-type: none"> <li>● In conjunction with the Heads of School and Director of ICT, organise and co-ordinate the Parent- Teacher meetings, including: <ul style="list-style-type: none"> <li>○ Set up online bookings</li> <li>○ provide details to the parent community about how to book and timeline for booking interviews</li> <li>○ Develop, implement and maintain instructions to teaching staff on how to manage/access their interviews, including co-ordinating the setup of interviews online</li> <li>○ Provide technical support to parents and staff as required</li> <li>○ Develop room maps/labels for Parent-Teacher meetings</li> </ul> </li> </ul>
Being part of the St Margaret's team	<ul style="list-style-type: none"> <li>● Actively, collaboratively and positively participate as a member of the administration team</li> <li>● Proactively look for opportunities to improve processes</li> <li>● Perform any other duties as reasonably required by the Director of ICT</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Comply with and support all health and safety policies, guidelines and initiatives</li><li>• Ensure all incidents, injuries and near misses are reported into PeopleSafe</li><li>• Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct.</li></ul> |
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### **Functional Relationships**

- Director of ICT
- Admin team
- Community Relations team
- Heads of Schools - Senior, Middle, Junior and Preschool
- Students
- Parents
- All school staff
- Visitors to the school

### **Qualifications & Experience**

- Ability to quickly establish credibility, have a personal impact and build excellent working relationships, mindful of the special character of the school
- Demonstrated experience of using Kamar and ideally Schoolbridge
- Exceptional interpersonal and communication skills
- Computer literate in an Apple environment
- Strong organisational skills with the ability to multitask and prioritise work effectively
- Able to work as part of a team and autonomously
- Attention to detail and a high level of accuracy
- Able to maintain confidentiality and professional at all time
- Flexible and adaptable to changing priorities