

Data Administrator

'At Preshil we are one and all, learning and living together, teachers, children and parents. Children are magic.' - Margaret Lyttle.

Set in beautiful natural heritage gardens, Preshil, the Margaret Lyttle Memorial School is an independent co-ed school in Kew providing services to children and young people between the ages of 3 and 18 years.

Preshil offers a truly contemporary, globally minded alternative to conventional schooling. As an International Baccalaureate (IB) Continuum School, our accredited IB Primary Years, Middle Years and Diploma Programmes (PYP, MYP & DP) align with the school's focus on intellectual challenge, inquiry and research-based learning. These programmes accommodate individual choice and independent learning and encourage students to develop 'the courage to question', to find their own voice and to become responsible and active global citizens beyond the classroom.

From the earliest years, children are encouraged to develop higher order thinking through play, problem solving, collaboration, philosophizing and exercising choice. Kindness, respect and courage are key learnings underpinning a creative rich programme which nurtures and inspires young minds. The Preshil approach to schooling does not use the fear of failure or the threat of punishment to motivate children. We do not demand conformity or unthinking obedience to arbitrary rules. The rapport between students and their teachers is respectful, reciprocal and focussed on achieving a lifelong love for learning, the best possible learning outcomes, trust and a genuine regard for each individual.

For further information on the IB programmes at Preshil and a copy of the Courage to Question brochure please [click here](#).

Child Safety

Preshil is committed to the creation and maintenance of a child-safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and comply with child safety standards and child protection reporting guidelines.

Other Legal Responsibilities

All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Preshil is an equal opportunity employer. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Preshil is an equal opportunity employer.

Role Summary

The Data Administrator is responsible for the administration of the International Baccalaureate Programme, supporting teaching staff in the administration of Learning and Student Management systems, assisting with the management and uploading of data to VASS and providing support in the introduction and implementation of Synergetic and VASS administration.

The Data Administrator reports to the Business Manager as a member of the Administration Team. He / she liaises and works closely with the DP and MYP Coordinators of the IB programme.

Administration Team

The Data Administrator is a member of the administration team. Preshil Administration Team members are committed to providing quality professional services for staff, students and families, which adds value to the school operations and programs.

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This will be achieved through:

- providing quality client service
- pastorally caring for students as appropriate
- supporting teachers' work
- working efficiently and harmoniously
- participating in and supporting teamwork
- being flexible and open to learning new ways
- embracing the use of technology fully

Critical to our success will be an approach that:

- embodies the values and standards of the school
- adopts a personal approach to client service
- demonstrates efficiency, accuracy and competency in everything we do
- is proactive
- seeks continuous improvement through opportunities for training (at least 3-5 hours per year)

Key Responsibility Areas (KRAs)

The Data Administrator works in administration with responsibility for

- supporting the administration of the International Baccalaureate Diploma Programme (DP), including the submission of external assessments and inclusive access
- supporting the teaching staff by completing administrative tasks through Learning Management Systems and Student Management Systems (Manage Bac and Compass)
- supporting onboarding of new staff including accessing timetables, student data, learning management systems etc
- supporting onboarding of new families to the relevant data platforms
- scheduling parent teacher and student led conferences
- overseeing the administration, organisation, scheduling, supervision and smooth running of all Year 10 – 12 examinations and all other external assessments, including NAPLAN, the GAT and VASS administration
- completing bookings, registrations and organisation for staff professional learning
- liaising with staff, students and parents to deal with relevant queries

The Data Administrator is responsible for timetabling by

- managing timetables, and changes to these, across kindergarten, primary and secondary
- developing timetables and schedules for specific events as directed by Heads of Campus
- rolling over semester timetables and making student subject changes as required

The Data Administrator is responsible for efficient and effective data management by

- ensuring the integrity of academic data
- entering data for external assessments
- extracting all relevant data from the school student and learning management systems as requested by the Heads of Campus, Business Manager or Principal
- reporting student data to Government Agencies within required timeframes

Knowledge, Experience and Skills

- proven success as an administrator responsible for database management
- relevant training in data management
- flexibility and creativity in a fast-moving office environment
- demonstrated success in managing multiple platforms with shifting priorities and competing deadlines
- ability to develop, monitor and adhere to schedules
- exceptional data skills
- exceptional attention to detail
- excellent interpersonal skills
- an understanding of the value of diversity within a school
- cultural competency

This duty statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the principal, in response to the changing needs of the school, and the development of knowledge and skills. Any additional responsibilities as requested by the Principal, or the Heads of Campus shall be determined through consultation and agreement.

The successful applicant must be willing to be an active member of the school community and be open to the possibility of the unexpected pleasure of children taking part in their days.

Conditions of Employment

The successful applicant will be required to provide a current Working with Children Check (or VIT registration card). Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Salary will be commensurate with skills, qualifications and experience. Working hours will typically be 8.30 am to 4.30 pm.

Professional Review

This Position Description is intended as a framework for professional review.