**JOB FAMILY – Information Technology**

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| Job Name | Database Administrator (Programmer) |
| Job Code | ICT02/03 |
| Job Summary | To provide technical and infrastructure support for data systems within the College and ESF Centre and the programming and support of new systems to support learning. |
| Main Accountabilities – Data & Systems | * Responsible for data integrity and system roll over from year to year. * Maintains robust and accurate student, parent and teacher data including user accounts and access rights for school information system (Maze/Gateway), and any other future school system. * Develops new systems to respond to the changing needs of the college * Supports the development of the timetable * Liaises with College Leadership on development of Gateway assessment reporting templates including entry of relevant data e.g. criteria/rubrics as directed and devised by curriculum leaders * Maintains accurate curriculum structures and grouping records for academic and pastoral needs * Provides end user support for various integrated modules e.g. Admissions (OAS), ePayment, CPD and HE, especially facilitates the production of transcript and exit reports * Produces ad hoc data retrievals and reports to support academic, pastoral and business decision making * Creates shell scripts for task automation * Trains members of ICT to back up all key roles |
| Main Accountabilities – System integration | * Oversees data integration between MAZE/Gateway and Moodle * Supports the team in coordinating all data needs in relation to external systems e.g. examinations, standardized assessment e.g. IBO, InCAS and PIPS * Supports the team to develop mechanisms for data sharing for various information systems and databases e.g. print management, security/ID cards, internal mailing lists, network user accounts, Library, email server, SMS * Develops infrastructure for accounts authentication, synchronization and single sign on. |
| Main Accountabilities – Training and support | * To advise staff on methods of accessing information and to coordinate provision of in-house training for staff and parents in the use of Gateway/Moodle/MAZE (where appropriate) and other computerised information systems. * To liaise with the relevant internal and external parties to ensure that the college’s computerised information systems are managed and maintained effectively. |
| Typical reporting relationship | ICT Manager |
| Minimum typical education | Degree/Diploma in Computer Science or equivalent |
| Minimum typical experience | 5 years relevant work experience / New graduates will be considered. |
| Core Professional/Technical Competencies required | * IT/Computing Graduate and/or professional industry qualifications. * SQL programming and shell scripting * Web server programming e.g. PHP, Ajax and Google Apps Script essential * Direct systems integration experience especially LDAP, SSO, IMAP Server * Database/IS administration in educational context * Enterprise Google Applications deployment experience desirable * API programming desirable * High initiative, self-starter and self-motivated team player with strong analytical and problem solving skills * Excellent communication skills in both written and verbal English |
| Core Soft/Transferable Competencies required | * Able to display strong initiative and self-management skills * Able to provide training * Creative and imaginative thinker, problem solver, flexible, adaptable, capable of considering different perspectives |
| Notes: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave. | |

**Confidential**