Database Administrator – Start ASAP

ABOUT THE ROLE

Cranbrook School is seeking an enthusiastic, experienced full time Database Administrator who will manage multiple databases running on the Windows Server platform. You should be able to demonstrate excellent planning skills to deliver projects within allocated time frames.

Your role is to take ownership of all the databases within the organisation to provide an efficient, functional and stable database environment which supports multiple applications across the school

Responsibilities of the role include:

- Implementing and maintaining the school database systems.
- Advising and contributing to the logical and physical design of the administrative databases and related networks
- Planning and developing strategies for future expansion requirements
- Helping to manage the integration of multiple systems to achieve the optimal outcome for users
- Planning, coordinating and implementing security measures to safeguard the databases
- Contributing towards the implementation of standards and governance principals
- Managing and implementing various departmental and business projects
- Liaising with software application vendors to ensure a reliable, secure, seamless and timely application work environment for the school
- Developing and maintaining procedural documentation including operational, technical and configuration documentation
- Developing and maintaining a central knowledge base for the ICT team
- Ongoing maintenance of databases, including applying and testing patches, fixes and upgrades
- Pro-actively monitoring and improving database performance and capacity
- Helping to manage enterprise level backup and recovery of databases
- Data Migration preparation

ABOUT YOU

- You are approachable, adaptable and keen to improve whatever systems are being used by the school.
- You possess excellent interpersonal, verbal and analytical skills.
- Ability to work independently with minimal supervision and be accountable for outcomes.
- Demonstrated strong skills in assessing, analysing and resolving complex client and stakeholder related queries, utilising all relevant sources of information, media and stakeholder channels, data, reporting, systems and/or databases
- Capable of managing projects and people
- Experienced in maintaining secure database installations
- Ability to up-skill and increase specialist and market knowledge through self-training and on the job experience
- Ability to create and maintain objects such as databases, tables indexes, stored procedures and automated jobs
- You have commitment to ongoing professional learning

Desirable

- Have experience working in schools
- You have experience in creating web-based reports from database resources
- Experience with Maze, IWise, powerBI, DB2 and MSSQL
- Experience in the area of Data Analytics and programming APIs.

HOW TO APPLY

Applications are to include a resume and cover letter outlining experience and email to **recruitment@cranbrook.nsw.edu.au**

References will be requested for the short- listed applicants.

ABOUT CRANBROOK SCHOOL

Cranbrook School is an Anglican independent day and boarding school for boys, Pre-school to Year 12 located in Sydney's Eastern Suburbs.

At Cranbrook our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

cranbrook.nsw.edu.au

Qualifications

Relevant Tertiary Qualifications

Working With Children Check will be required for successful applicant.