

A rare and exciting job opportunity with Australia's premier performance-centred school

The McDonald College is an independent, non-denominational, co-educational school located in North Strathfield. We teach the NESA Academic Curriculum from K – 12.

Our Mission is to nurture individual journeys in an inclusive learning community that values intellectual inquiry and ethical decision-making.

We are unique in our offering of performing arts and elite sports. Disciplines include Acting, Classical Ballet, Dance, Music, Musical Theatre, Technical Production, Elite Tennis, and Rhythmic Gymnastics.

There's a real sense of community at The McDonald College. We are a small but dedicated team. You'll be working alongside staff who have been at the top of the game and are still active in their chosen fields. Students are at the heart of everything we do. And we share in their passion for performance – whether that's on-stage, on a court or in the classroom.

POSITION TITLE	School Information Systems Manager
EMPLOYMENT TYPE	Part time (3 days per week)
THIS ROLE REPORTS TO	The Business Manager

An exciting opportunity exists for a part-time **School Information Systems Manager** to join our vibrant school.

The position requires someone who is highly motivated and has a proactive approach in sourcing solutions for staff and students in the use and operation of the Student Management System. We use TASS at Th School Information Systems Manager e McDonald College.

The role requires a proven ability to provide high level administrative support to the Leadership team and teaching staff related to TASS. As such, you will have exceptional organisational skills and attention to detail. You can demonstrate flexibility, initiative and self-motivation. You will have the ability to liaise professionally and confidently with staff and other stakeholders.

POSITION DESCRIPTION

KEY RESPONSIBILITIES

- Work with staff to ensure that the College's data information systems meet the curriculum and administrative needs of the College
- Manage the data in the College's Student Management System (TASS) (current & non-current) and ensure the integrity of the data
- Maintain and update all current and future K – Year 12 student records in TASS
- Data entry of any student co-curricular, extra-curricular, off-campus activities, Learning Profiles, Awards for Years K – 12, ensuring all activities and awards are entered
- Data entry and maintenance of staff and student special arrangements (eg, off-campus time)
- Work with the Accounts Department as needed, in the operation of TASS for billing purposes
- Work with Office Manager to create templates for mail merges, as well as other TASS related operations as they arise
- Managing all aspects of Student Reporting including setting up the reporting periods, upgrading templates as required, uploading to Parent Portal and assisting staff with data entry queries involving webbook and the LMS
- Investigate the capabilities and features of TASS not currently in use, with the aim of implementing them and training staff to use them
- Digital archiving of past student records and reports
- Importing to and exporting data from organisations such as NESAs, ACARA, Atomi, Edval, Edrolo and our school management system (TASS)
- Development of ICT skills needed as technologies evolve, then development of strategies for the process of training staff to use these new technologies
- Conduct face-to-face training sessions for staff as deemed appropriate
- Create instructional documents for training purposes
- Perform any other reasonable duties as directed by the College's Executive team.

WORKPLACE HEALTH & SAFETY

- Take reasonable care of your own health and safety while at work and beyond
- Manage risk and compliance through Complispace by reporting all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace
- Comply with all College policies and standards and any reasonable instruction from your manager in relation to WHS
- Participate in Occupational Rehabilitation programs as necessary
- Support the Department's emotional and social wellbeing.

ESSENTIAL CRITERIA FOR ALL ROLES	<ul style="list-style-type: none"> ▪ A current Working With Children Check ▪ Evidence of a triple COVID-19 vaccination ▪ Completed Child Safe Applicant Declaration ▪ You must advise the Principal prior to employment of any matter that would affect your employment or the reputation of the College.
ESSENTIAL CRITERIA FOR THIS ROLE	<ul style="list-style-type: none"> ▪ Experience using TASS is highly desirable ▪ Excellent communication and customer service skills are essential together with the willingness to collaborate and work effectively with college teams ▪ Resourcefulness and problem-solving aptitude ▪ A team player with the ability to work calmly when under pressure.
KEY RELATIONSHIPS	<ul style="list-style-type: none"> ▪ Business Manager ▪ College Executive ▪ IT Manager ▪ Staff, Students and Parents ▪ External suppliers.
PLEASE INCLUDE WITH YOUR APPLICATION	<ul style="list-style-type: none"> ▪ Cover letter, addressing the selection criteria ▪ A full Curriculum Vitae ▪ Current Working with Children Check ▪ Triple COVID-19 vaccination certificate ▪ Completed Child Safe Applicant Declaration ▪ Contact details of two (2) professional referees, one of which must be from your latest employer.
PLEASE ADDRESS YOUR APPLICATION TO	The Business Manager, Mr Neil Davis neil.davis@mcdonald.nsw.edu.au
CLOSING DATE	4pm, Wednesday 25 May 2022