



Database Administrator

Permanent Position, Term Time Only

Pakuranga College is seeking to employ a Database Administrator to work in our Administration team.

This is a permanent position for 25 hours per week, Secondary School Term Time only. There will be additional hours at times to meet critical deadlines.

Conditions of employment are in accordance with the Support Staff in Schools Collective Agreement and this position has been graded as Grade C.

The position will include tasks such as:

- Maintain Student Database (KAMAR)
- Maintain and process enrolment data
- Assist with enrolment process
- Maintain ENROL information
- Maintain NZQA data
- Student reporting process
- Producing reports for management

The successful applicant will have:

- Proven skills managing a complex database
- Experience working in a fast-paced environment
- Proven skills meeting continuous deadlines
- The ability to work both independently and as a team
- Strong communication and interpersonal skills – verbal and written
- Excellent computer skills
- Planning & organisational skills
- Flexibility to assist in other areas of the Administration Team
- A can-do attitude

You must be eligible to work in New Zealand to apply for this position. This position is subject to a satisfactory police vet.

Please apply in writing including a cover letter, CV, application guidelines (available on our website) and at least two referees to:

Carol Robinson

Executive Officer

crobinson@pakuranga.school.nz

Applications close at 5:00pm on 30 November 2018.