



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Information Systems and Data Officer

POSITION	Information Systems and Data Officer
RESPONSIBLE TO	Director of Digital Engagement
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Educational Services (Schools) General Staff Award 2020 • Remuneration is in accordance with the Educational Services (Schools) General Staff Award 2020 and dependent on skills and experience
PREPARED BY	Human Resources
ISSUE: 02	DATE: October 2025

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to their unique needs, abilities and aspirations. It will fulfill its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The Information Systems and Data Officer plays a key role in maintaining and enhancing the educational systems at The King David School. This position is responsible for the accurate entry, organisation, and management of school data, and for maintaining the integrity of key information systems, such as the Student Information System (SIS), Learning Management System (LMS), and other integrated platforms. These systems are vital to supporting the School's teaching, learning, and operational goals. The Officer will also contribute to maintaining an environment that promotes the safety and wellbeing of children and protects from abuse, harm, neglect, and the threat of harm.

In addition, this position will lead much of the School's transition to a new SIS platform (Veracross), ensuring that our existing functions, data, and user experiences are successfully re-created and enhanced.



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You will:

- Understand and document current staff, student, and parent workflows in our legacy SIS and staff portal.
- Map and rebuild these functions within the new SIS, aligning with Veracross capabilities.
- Configure, test, and document modules, data flows, and forms.
- Collaborate with the Director of Digital Engagement, IT Manager, vendors, and stakeholders.
- Provide training and create user resources to support a smooth adoption process.
- Ensure high-quality, accurate data and maintain privacy and security standards across systems.

This role requires a balance of technical understanding, systems analysis, and user experience awareness.

The IT Manager and the Director of Digital Engagement will guide the priorities of the Information Systems and Data Officer.

SPECIFIC RESPONSIBILITIES

STUDENT INFORMATION SYSTEM (SIS) TRANSITION AND ADMINISTRATION

- Support the transition between two SIS platforms, including data migration, user training, documentation, and change management.
- Maintain the integrity of the SIS throughout the transition to ensure continuity of service and accurate student data.
- Ensures that legacy data is extracted and then delivered accurately and on time into Veracross in the formats necessary for successful upload.
- Provide ongoing support and administration of both legacy and new systems during the transition phase.
- Liaise with vendors, IT staff, and end users to ensure a smooth implementation process.
- Works between Veracross training and consultation sessions to build out relevant module configurations following training guidance and/or Veracross documentation.
- Perform workflow testing, documenting any additional needs or issues surfaced during the testing process.

DATABASE MANAGEMENT AND SUPPORT

- Maintain school databases with a focus on data accuracy, security, and accessibility.
- Write and manage SQL queries for reporting, analysis, and data integrity checks.
- Oversee the SIS and manage all data entry, data validation and reporting.



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- Manage rollovers, including creation of new file years/semesters and junior school classes that are not within the timetable.
- Assist with compliance reporting and data extraction for government requirements.
- Development of solutions through system integration, reporting or data visualisation.
- Assist in implementing and maintaining data integrations between systems, following existing workflows or documented processes.
- Support the development and testing of digital forms and workflows that streamline school operations (e.g., enrolment forms, internal requests).
- Support the team in maintaining privacy and data protection standards by applying correct permissions and identifying data integrity concerns.
- Ensure data handling aligns with school policy and relevant legislation.
- Assist with compiling student data for external reports or surveys, ensuring it meets formatting and privacy requirements.

USER SUPPORT AND DOCUMENTATION

- Provide staff training on new systems or updates.
- Provide responsive technical support to staff, escalating complex issues when necessary.
- Create user guides, cheat sheets, or how-to documents to support system use.
- Offer timely assistance to users, troubleshooting issues and providing guidance as needed.
- Foster confidence in system use across all levels of staff, tailoring support to administrative and teaching needs.
- Communicate system updates and best practices proactively.
- Maintain and add to the ICT Department documentation.

ESSENTIAL SKILLS

- Proven experience in educational systems administration, including LMS and database management.
- Experience with Synergetic Management and Veracross is beneficial
- Strong technical skills, including familiarity with LMS platforms and database management systems.
- Proficiency in extracting data using REST APIs and SQL, and transforming data into structured CSV templates for reporting or integration purposes.
- In-depth understanding of data management, including permissions, security, monitoring, and data recovery procedures (e.g. backup and restore strategies)
- Experience with database administration and data extraction.
- Proficiency in data analysis and reporting tools.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse teams.
- Strong problem-solving and troubleshooting abilities.



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REQUIREMENTS

- Working With Children Check

KEY PERFORMANCE INDICATORS

KPI 1	Ensures high-quality data is available for decision-making, compliance, and reporting.
KPI 2	Ensures key operational tasks are consistently and reliably executed.
KPI 3	Provide timely and helpful support to staff using school systems.
KPI 4	Deliver SIS configuration and rollout tasks (e.g., Veracross modules) within defined project timelines.

Please sign below to confirm that you have read and understood the Position Description above:

Signature

Date