ST. IGNATIUS CATHOLIC SCHOOL
Tel: (345) 949 9250
Website: www.st-ignatius.com
Email: Recruitment@st-ignatius.com

St. Ignatius Catholic School is a private co-educational school owned and operated by St. Ignatius Catholic Church as an Apostolic Ministry. It has over 700 students and almost 100 staff comprising many different nationalities, ethnicities, beliefs, and circumstances. Following the English National Curriculum from Nursery to Year 13, the school is well known for its outstanding academic excellence and strong Christian values, characterized by mutual respect, generosity, and service.

We invite applications from fully qualified and suitably experienced individuals for the position of **Data Administrator** to start as soon as possible.

The Data Administrator will liaise with the School's Senior Leadership Team to manage, enhance, and sustain the Management Information System (MIS).

Duties to include, but are not limited to the following:

- Manage and maintain all data systems.
- Work closely with others to coordinate changes to the MIS.
- Prepare and publish user guides and reports, and provide staff training on the various data systems.
- Assessment tracking, data analysis and producing academic and statistical reports to all stakeholders.
- Ensure compliance with GDPR and other data protection laws and regulations. This will include Safeguarding procedures.

Qualifications, Experience and Skills Required:

- At a minimum, a Bachelor's degree in Information Systems, Computer Science, Education Technology, or a related area.
- A minimum of three years experience in Data Management.
- Experience with Management Information Systems (MIS).
- Confidence in the use and interpretation of data.
- Competent in Microsoft Office Suite, particularly Excel for data analysis.
- The following skills are desirable:
    - Prior experience in training staff.
    - A track record of improving practice, ideally in an outstanding/excellent school environment.
    - Experience in Data Management in an educational setting.
    - Familiarity with SIMS (School Information Management System).
- Excellent communication and organizational skills, as well as time management and planning skills including the ability to be flexible to achieve targets.
- Ability to form good working relationships with external providers and colleagues to encourage a positive attitude about the use of technology.
- Be an excellent team player committed to the Catholic ethos, values and aims of the school, and be committed to the holistic education of children.

Salary and Benefits:

- CI$40,500 to CI$54,000.00 per annum, commensurate with qualifications and experience.
- 4 weeks of annual vacation leave.
- 100% employer contribution to an excellent Health Insurance scheme for employees.
- Contribution to a pension scheme.
- One free school place for a dependent child.
- Continued Professional Development opportunities throughout the year.

How to apply:

Interested applicants must email a cover letter and CV to recruitment@st-ignatius.com.

Closing date: 2 February 2024