Job Description

Position	Reports To	Department	Date Approved
IT Data Services Officer (Part Time)	IT Manager	IT Department	November 2026

Position Purpose

The IT Data Services Officer (Part Time) role is a key contributor to the IT Team and the wider Belmont Christian College (BCC) community. This position keeps the College's student, staff and family data accurate, secure and useful. The role assists the day-to-day administration of Sentral, the College's Student Information System, and the data that flows from it into reporting, government submissions and connected platforms.

The role sits within the IT Team and supports the System Support Administrator in administering the College's information systems. It directly supports Strategic Points 4.1 and 4.2 of the College Strategic Plan, and assists the IT Team as required to fulfil Strategic Points 4.1 to 4.6.

Organisation Environment

The IT team provides in-house IT services to students and staff including all aspects of IT infrastructure, software, and customer support.

The IT Team looks after all aspects of IT infrastructure and information services. The dedicated team aims to provide a high level of service to all end users connected with the College. As part of the IT team, the IT Data Services Officer (Part Time) requires a high level of professionalism, organisation skills, and time management, to effectively carry out the role.

Key Accountabilities

Area of Accountability	Major Activities	Performance Indicators
Christian Leadership	Demonstrate a Christ-like example in the College ensuring that: • All activities are undertaken with a strong Christian commitment and focus. • Christian servant leadership is exercised with staff, students, parents, and the wider community. • Contribute to the unique nature of Christian education at the College by providing educational opportunities that reflect sound Bible based principles. • Incorporate Christian faith practices into daily work practices such as prayer, Bible study, attending devotions and supporting Christian discipleship and community.	• Strategies and actions are aligned to the College's vision and mission. • Conduct is aligned to behaviours outlined in the Statement of Faith and Codes of Conduct.
Business continuity and service support	• Contribute to maintaining and testing the College's ICT business continuity and disaster recovery plans, particularly for data and information systems, across cyber, outage and data-loss scenarios. • Support Service Desk operations as required.	• Standards & Measures: AS/NZS 5050:2020; ACSC Incident Response Guide; College Backup Policy and BCP/DR plan. Annual DR test completed, with recovery time objectives met and verified.
Data privacy and compliance	• Assist in ensuring data consistency across information platforms, and know where the College's data repositories are and what types of data each one holds. • Apply the security controls required by the Australian Privacy Principles (APPs) and College policy to those repositories. Ensure that privacy protocols and appropriate risk management processes are applied to all processes. • Support the College's data breach response procedure and data retention schedule.	• Standards and measures: Privacy Act 1988 (Cth); Notifiable Data Breaches scheme. Zero unreported breaches; annual privacy audit and staff training completed.

Documentation	• Document College processes for Student Reporting, Activities, Parent Teacher Interviews, timetable modification, the Parent App, Daily Organisation, staff absences, markbooks, attendance, wellbeing, enrolments, health and student profiles. • Keep documentation current and peer-reviewed, so that configurations can be restored independently of backups.	• Standards and measures: 100% of documentation accepted on peer review and peer testing; documentation meets Essential Eight and relevant ISO standards.
Student Information System (Sentral) data governance	This area is the core of the role. The IT Officer (Data Services) will: • Maintain accurate, timely and complete student, staff and attendance data in Sentral. • Action parent and teacher data requests within agreed service levels. • Ensure data is accurate for regulatory reporting, including Census, NCCD, ACARA, STATS and NESA. • Review the accuracy of each Sentral module annually and update user permissions. • Keep staff, student and family data aligned to the SIF framework and accurate for distribution to all connected systems. • Import student photos into Sentral or another approved application. • Create markbooks and maintain their templates. • Maintain report templates from Kindergarten to Year 12, including each semester's comment banks and subject outlines. • Check reports for errors during report generation. • Publish student reports to the Parent Portal. • Run yearly data checks so staff and student information stays current. • Make staff and student timetable changes and complete the final synchronisation to College Information Systems. • Update staff, student and family details in Sentral and core data services, including fields parents cannot change in the Parent Portal app.	• Standards and measures: Data validation procedures; delegated data stewards per module; alignment with NESA, ACARA and Department of Education requirements. At least 98% data accuracy on audit; 100% of regulatory submissions accepted with minimal rework; parent and teacher requests actioned within 3 business days; annual module review completed and documented; new features meet the needs of key stakeholders.

	• Support staff through the Sentral activities process, including the VTR process and publishing permission notes to the parent app.	
Staff training and digital literacy	• Deliver software and data usage training based on staff needs. • Help staff recognise software not approved by the College, and understand what sensitive information must not be entered into unapproved systems. • Contribute to the College's annual ICT, cyber security and privacy training.	• Standards and measures: Training matrix and policy acknowledgement records. 100% completion of annual training.
Continuous Improvement	• Develop, document and maintain Standard Operating Procedures (SOPs), workflows, checklists and associated resources for all key functions within the role. • Review and update SOPs regularly to reflect changes in College procedures, systems, compliance requirements and operational improvements. • Maintain an organised and accessible repository of current procedures, templates, forms to support operational continuity and knowledge transfer.	• Evidenced by up to date SOPs being available in a shared repository

Key Communications

- IT Manager
- Systems Support Administrator
- IT Team
- Teaching staff
- Executive & Administrative Staff
- Students and families
- Software Vendors

Challenges

- Meeting deadlines is challenging given that things don't always go as planned and emergent issues arise requiring fast decision making and consultation with key stakeholders sometimes in a pressurised situation.
- Receiving feedback from a range of clients given that this role often works in an outward facing setting and is required to professionally and diplomatically receive feedback and engage in conversations with a range of stakeholders with diverse views.

Decision Making

- The position can make independent decisions where a scope provides for that.
- Decisions that require consultation will be done in collaboration with the Systems Support Administrator and the IT Manager.

Knowledge, Skills and Experience: Inherent requirements

- It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision and practice of the College as stated in:
    - the College Statement of Faith,
    - the Staff Pledge that is recited annually at the Staff Commissioning Service, and
    - the College Codes of Conduct.
- Current Working with Children Check
- Qualifications at a Certificate III level in a relevant field.
- Substantial experience in events coordination.
- Basic knowledge of communications, marketing and branding, procurement and budget protocols.
- Intermediate IT skills including Word, Excel, Powerpoint, Outlook and Database Management.
- Substantial skills and experience in the following capabilities:

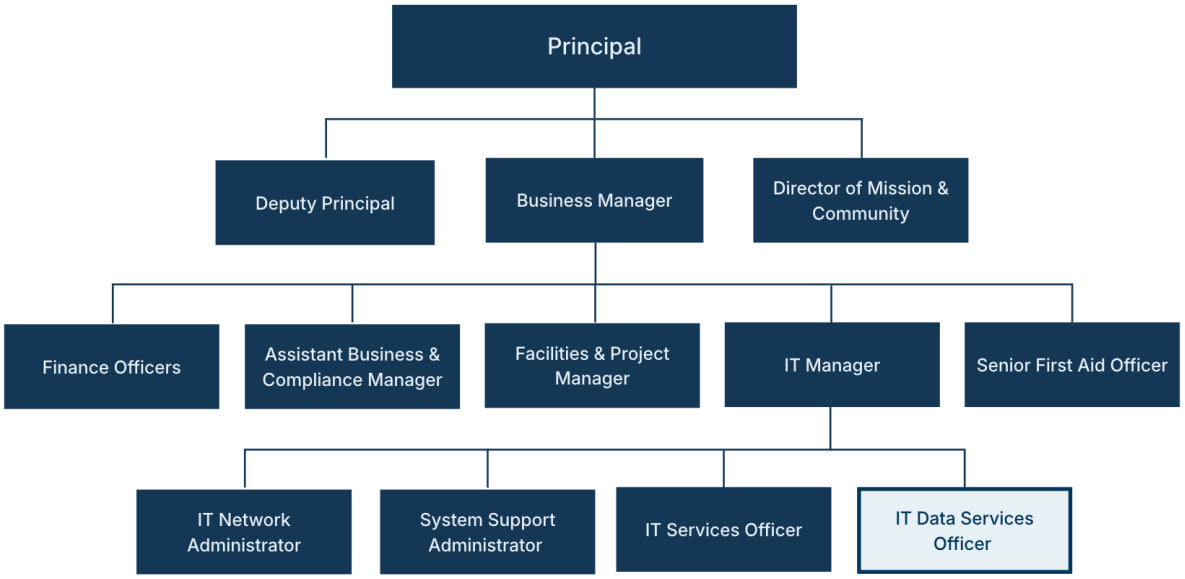
    - Working with people
    - Planning and organising
    - Delivering results and meeting customer expectations
    - Adapting and responding to change
    - Relating and networking
- Driver's Licence.

Systems Supported

The role works across the College's cloud applications below, with Sentral as its primary system. Google Workspace and Microsoft 365 are a shared responsibility with the wider IT Team.

System	Purpose
Sentral	Student Information System (SIS)
Google Workspace	Productivity and collaboration (shared responsibility)
Microsoft 365	Productivity and collaboration (shared responsibility)
Analytics for Schools	Data platform
Xero	Finance
HR Platform	Human resources (platform to be confirmed)
Digistorm	Enrolments
Oliver	Library
Pulse	Wellbeing
Essential Assessment	Student assessment (Primary)
ACER	Student assessment (incl. PAT)
Scout	Data resource (NSW Government)
Seesaw	Parent communication (Primary)
Edrolo	Learning platform (Secondary)
Stile	Science learning platform
Maths Online	Maths learning platform
Typing Club	Typing skills (Primary)
Steplab	Academic staff professional learning
Class Cover	Staff absence and relief management
Signin App	Staff sign-in and sign-out

Organisation Chart



Selection Criteria

Essential

1. Strong attention to detail, with the ability to keep large data sets accurate and current.
2. Experience with data imports, exports and synchronisation between systems (for example CSV imports, timetable syncs, API-linked platforms).
3. Working knowledge of privacy obligations under the Privacy Act 1988 (Cth) and the Australian Privacy Principles, and of role-based access to sensitive data.
4. Ability to write clear process documentation that others can follow.
5. Ability to train and support non-technical staff patiently and clearly.
6. Strong organisation and the ability to meet fixed deadlines, such as reporting periods and government data submissions.
7. Current NSW Working With Children Check, or the ability to obtain one.

Desirable

1. Demonstrated experience administering a Student Information System, ideally Sentral, or a comparable data-driven platform.
2. Experience in a school setting, including student reporting cycles, markbooks and timetabling.
3. Familiarity with regulatory data collections: Census, NCCD, NESA, ACARA and STATS.
4. Experience with Google Workspace and Microsoft 365 administration.

5. Understanding of the SIF data standard and the ACSC Essential Eight.
6. Experience with data analysis or reporting tools, such as Analytics for Schools.
7. A tertiary qualification in information technology, information systems or a related field.

Incumbent name _____

Incumbent signature _____ Date _____