Vacancy: Database Manager (m/f/d)

Bonn International School (BIS) is an exceptional, dynamic school, boasting over 80 nationalities among its 800+ students and 25 nationalities among 180+ teachers and support staff. We believe that our diverse backgrounds and perspectives enrich the opportunities for growth, learning and impact for everyone in our school community. BIS is committed to cultivating and preserving a culture of Diversity, Equity & Inclusion.

We are an International Baccalaureate World School, providing a continuous spectrum of IB programmes from Early Learning to Grade 12. Our very strong educational programmes nurture the whole child while fostering global citizens and independent, confident learners.

Set in the city of Bonn, Germany, on the Rhine River, BIS enjoys a well-resourced, purpose-built campus with generous playgrounds and green spaces.

Starting: as soon as available

Working Hours: Full-time

Salary Placement: In-house collective agreement

Core Responsibilities:

- Management and maintenance of all technical aspects of the academic Student Information System (SIS) and its auxiliary systems ensuring their efficient, accurate and consistent operation and usability in all areas of the school
- Single point of contact for all questions related to the Student Information System
- Host introductory and support trainings of SISs for teachers and support staff
- Provide strategic input on the development of all information systems, focusing on further integration, automation and optimization or replacement of the components
- Manage the scheduling process, including initial rollover, subsequent schedule and rooming adjustments, and teaching group allocation updates.
- Implementing schedule changes in the main SISs throughout the year
- Generate rooming and staffing data reports as needed and performing additional scheduling-related tasks as required
- Maintaining and preparing external assessment systems
- Duties as needed within ICT office (i.e. 1st level support at the helpdesk on applicable inquiries)

Qualifications Required:

- University Degree in Computer Science, Mathematics, Engineering or equivalent job experience
- Advanced knowledge of and experience with relational databases and MS SQL
- Advanced knowledge of MS Excel when connecting Excel to relational databases via ODBC
- Advanced knowledge in Data Normalization
- Data analysis and visualization certifications, such as Google Looker & Big Query or MS Power BI
- Advanced knowledge of another programming language like Python or C
- Experience with importing and exporting, modifying, filtering and updating of data from relational database management systems
- Experienced knowledge of fundamental operations of relevant software such as macOS, Windows and Unix
- Well-developed analytical skills and great attention to detail
- Adaptability and flexibility and the ability to work within a team
- Excellent communication skills in English and preferably German

Want to join our team? Please send your application, including a full CV, copies of your qualifications and contact details of three references to recruiting@bonn-is.de latest by **31 October 2024**.

www.bonn-is.de
(+49) 228 308 54 220

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