

Michaelhouse Vacancy



MICHAELHOUSE

DATA ADMINISTRATOR – ACADEMIC OFFICE

Founded in 1896 and set in the KwaZulu-Natal Midlands, Michaelhouse is a leading Anglican Independent senior Boarding School for boys from Grade 8 to Grade 12.

The Data Administrator is a key member of the Academic Office, and is responsible for ensuring the accuracy and integrity of data. We are seeking an organised, analytical, and detail-oriented individual, to commence in May/ June 2026.

KEY RESPONSIBILITIES (include, but are not limited to):

- Liaise with Admissions Administrator to ensure that all pupil data is captured.
- Transfer data from the School Management System: ADAM to the Student modules.
- Administer and update student and staff data on an ongoing basis.
- Responsible for setting up all the following academic systems: pupil timetables, class lists, subject choices, quarter and examination reports etc.
- Responsible for publishing reports at the end of every quarter and doing a roll over for the next quarter/ year roll over.
- Assist academic staff, HODs, housemasters and managers to ensure smooth running and data integrity of information on ADAM.
- Responsible for setting up the following extra-mural systems: sports lists, clubs and societies, outdoor education, amongst others on ADAM.
- Liaise with the Finance Department to ensure correct information is provided for any possible charges.
- Liaise with housemasters to ensure that all pupil matters are regularly updated.
- Storing, managing and deleting data in accordance with POPIA legislation.
- Liaise with ADAM providers regarding SASAMS and ensuring SASAMS information is up-to-date.
- IEB registration administration
- Assisting with academic administration and support activities as required.
- Provide administrative and operational support to the Learning Support Department.
- Admin staff rotation schedule to cover in the holidays as required.

QUALIFICATIONS, EDUCATION & TRAINING:

- Matric as well as additional administrative or relevant qualification/s
- Strong competency and experience with IT systems, software, and data management tools.
- ADAM or other School Management System experience would be advantageous.

KNOWLEDGE & EXPERIENCE:

- Excellent interpersonal skills to develop purposeful working relationships with a variety of stakeholders.
- Strong technical proficiency in Excel and data manipulation.
- Ability and confidence to work independently, proactively and assertively.
- Detail-orientated, ability to accurately enter and manage sensitive data.
- Problem-solving skills and the ability to identify and resolve data inconsistencies.
- Ability to maintain high levels of discretion and confidentiality.

IMPORTANT CONDITIONS:

- Working hours: The role is full-time. Core working hours for administrative staff are usually 07h30 – 16h00.
- Due to the nature of the role, it will be a requirement, on occasion, to work after hours as necessary.
- Leave 30 days per annum to be taken during school holidays.
- This is **not** a residential position. As accommodation is not provided onsite, this position would be best suited to someone already resident within reasonable travelling distance of Michaelhouse with reliable transport.

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To Apply: Complete the online application form at: <https://forms.gle/hpva2BzoHVdV8N9a8>
In addition, email your motivation letter **AND** a detailed CV to careers@michaelhouse.org

Closing date for applications: 13 April 2026

Note: Please reference the job title “**Data Administrator**” in the subject of your email for ease of reference.

Only shortlisted candidates will be contacted. Submission of an application does not guarantee an interview.
Michaelhouse reserves the right not to fill this position.

Michaelhouse is committed to transformation. In line with our Employment Equity Plan, preference may be given to candidates from designated groups.

POPIA Disclaimer: Michaelhouse is committed to protecting the confidentiality of all personal information. By applying for this position, you consent to your personal information being used for recruitment purposes related to this role and any future opportunities, in accordance with the Protection of Personal Information Act.