



Data Administrator (Contract)

Job type Full time, fixed term

Start date May 2026

Apply by 4 March 2026

Salary We offer a highly competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions

Job Summary

We are seeking for a highly motivated data administrator to join us. The data administrator will support the academic team by working closely with the Data Manager to ensure initiatives align with our strategic goals, aiming to create an efficient and well-organised academic environment.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Duties

- To assist maintaining the accuracy and consistency of iSAMS databases.
- To ensure all users have appropriate access to the school's MIS and portals, supporting smooth operations.
- To manage and support other MIS platforms including Orah, SOCS, and School Cloud to enhance data-driven decision-making.
- To manage and coordinate daily and planned staff cover using iSAMS, ensuring fair allocation and smooth lesson continuity.
- To liaise with Cover Supervisors and teaching staff to allocate cover and respond to changes throughout the day.
- To assist the Assistant Head of Secondary in managing School Cloud during Parent-Teacher Meetings.
- To advise on cover availability for planned events such as staff training and school trips.
- Collaborate on administrative tasks and support daily operations in the academic support department.
- Offer support during emergencies and take on additional duties as assigned by line manager.

Personal characteristics and skills

- High level of personal integrity;
- Possesses a systematic approach to work with a high attention to detail;
- Works effectively and efficiently under pressure and can prioritise across multiple tasks;
- Displays confidence and a strong commitment to delivering professional and exceptional customer service;
- Highly proficient in spoken and written English.
- Good degree of ICT literacy
- A genuine interest in young people and their wellbeing;
- Affinity with the school's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.