



Position Vacant

Facilities & IT Administrator

ABOUT THE POSITION

The School is seeking an energetic and experienced Administrator to provide administrative support to the Facilities and IT department.

Key Responsibilities

General

- Provide administrative support to the Facilities Manager and the IT Manager, including correspondence and diary management, as well as first point of contact for vendors, contractors, staff and parent enquiries.
- Manage receipting of expenditure and monthly credit card reconciliation statements;
- Monitor capital expenditure for Facilities and IT Departments against budget;
- Raise and track purchase orders for furniture and equipment from quotation to delivery;
- Obtain written quotations for works or goods and services where required;
- Prepare invoices for approval by the Facilities Manager, Operations Manager, and/or the IT Manager, including verifying receipt of goods against purchase orders and quotations and accurate coding of invoices;
- Receive and check deliveries of orders placed by the Facilities and IT Departments; and
- Provide assistance with special projects and other ad hoc duties.

Facilities

- Attend the Work Health & Safety Committee Meetings and record minutes for the Operations Manager;
- Operation of MEX maintenance software;
- Manage the Senior School bell system, including changes to standard times;
- Oversee School vehicle booking system and assigning of vehicles to staff;
- Maintain vehicle servicing schedule, including fuel charges and insurance claims for vehicles and property;
- Manage and maintain School Access System register of keys and ID cards including issuing keys, access door cards, and ID cards to new staff and the return of items from leaving staff;
- Manage door/alarm access and surveillance system, including daily monitoring of areas under electronic control and surveillance.

IT

- Manage administration of telephone accounts (landline and mobile) including payment of invoices, setting up new accounts, coordinating changes to accounts and applying travel packs;
- Coordinate warranty and contract administration of equipment;< >Manage IT Asset administration from purchase to disposal, including asset tagging, registration and record keeping;
- Assist with receipt and tracking of goods procured by School community through accredited BYOD suppliers

HOW TO APPLY

Applications are to include a resume and cover letter addressing the selection criteria and email to recruitment@cranbrook.nsw.edu.au.

References will be requested for the short-listed applicants.

ABOUT CRANBROOK SCHOOL

Cranbrook School is an Anglican independent day and boarding school for boys, Pre-school to Year 12 located in Sydney's Eastern Suburbs.

At Cranbrook our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

cranbrook.nsw.edu.au