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## Position Vacant

### CO-CURRICULAR & SPORTS ASSISTANT FULL-TIME, PERMANENT

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Cranbrook School is seeking an experienced and energetic Co-Curricular & Sports Assistant to provide administrative assistance to the Co-Curricular and Sports Departments.

#### ABOUT THE POSITION

Based at the Senior School campus in Bellevue Hill, this position will support the Co-Curricular & Sports Administrator by completing a range of high-level administrative tasks to ensure the smooth operation of the Co-Curricular and Sports Departments.

The Co-Curricular & Sports Assistant is responsible for data entry and database management, record keeping, coordination of events, preparing content for School publications and communications, scheduling and logistics, travel arrangements and reporting.

Cranbrook School staff enjoy a stimulating work environment as part of a team of talented professionals, excellent opportunities for professional development, and attractive remuneration and benefits.

#### ABOUT YOU

You are a highly organised, self-motivated administration professional with excellent attention to detail. You are a collaborative, service oriented and personable team player.

You thrive in a busy environment and are able to effectively plan and prioritise tasks to meet deadlines.

You have a strong customer service focus and enjoy helping people. You have a positive attitude, superior interpersonal skills and the ability to engage with people in all areas of the School.

#### SELECTION CRITERIA

- At least two years' experience in an office administration role
- Proficient in the Microsoft Office Suite
- Previous experience using a database
- Excellent written and verbal communication skills
- A high degree of accuracy and attention to detail
- Highly organised with excellent time management and problem-solving skills
- A customer service approach in all interactions
- Current First Aid, CPR, Asthma and Anaphylaxis qualifications
- A firm commitment to safeguarding and promoting the welfare of children.

Previous experience working in an independent school would be advantageous.

**CLOSING DATE: 6 January 2023**

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#### HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to [recruitment@cranbrook.nsw.edu.au](mailto:recruitment@cranbrook.nsw.edu.au). Details of at least three referees will be requested from the successful applicant.

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#### ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

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 is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

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#### WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.