



Position Vacant

SPORTS ASSISTANT (previously Master In Charge) – BASKETBALL & FOOTBALL FULL TIME, PERMANENT

Cranbrook School is seeking an experienced and energetic Sports Assistant to join our dynamic Sports team.

ABOUT THE POSITION

This position has primary responsibility for the administration of the Basketball and Football program, working in conjunction with the Head of Sport to deliver a quality program that caters for beginners through to elite level participants in the School, from Year 3 to Year 12.

Based at the Senior School campus in Bellevue Hill but working across multiple locations, the duties of the Sports Assistant will be both administrative and hands-on operational. Although primarily focused on Basketball and Football, the role will be involved in other sports including Athletics and Aquatics.

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 highly organised and self-motivated administration 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 are an excellent communicator, creative, and able to work well with students, parents and other staff. You are committed to continual professional development and reflection, and have a genuine interest in the growth of young people.

SELECTION CRITERIA

- Demonstrated experience in sports coaching or administration within a school environment
- Experience working within the CAS or GPS sports competitions
- Proficient in the Microsoft Office Suite
- 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.

Tertiary qualifications in sports, exercise science and previous experience working in an independent school would be advantageous.

CLOSING DATE: 30 January 2023

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. Details of at least three referees will be requested from the successful applicant.

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.

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.