



Position Vacant

ADMISSIONS OFFICER FULL-TIME

Cranbrook School is seeking a full-time Admissions Officer for the School's Admissions Department to assist all prospective families from their first introduction at Cranbrook School through to the enrolment of their child.

ABOUT THE POSITION

Reporting to the Director of Admissions, the Admissions Officer is one of the first points of contact for prospective and new families and provides exceptional customer experience from initial enquiry through to enrolment.

The position is based at the Senior School campus in Bellevue Hill, however supports the admissions and enrolment processes across all campuses of the School.

The Admissions Officer is a knowledgeable and personal point of contact for prospective families and ensures the maintenance of accurate data throughout the application / enrolment process. Assisting with setting the annual Admissions calendar, the Admissions Officer co-ordinates information for new families, co-ordinates the enrolment process for new students, supports and participates in key events such as Open Days, tours and assessments, and assists in the co-ordination of the annual Scholarship program.

ABOUT YOU

You have experience in an administrative and customer contact role and an appetite for a busy but key position in a dynamic educational setting.

With a professional demeanour, and exceptional interpersonal skills, you will be very organised, have high level time management skills, and a demonstrated customer service-based approach in all interactions.

You are professionally presented, collegiate, and understand and maintain appropriate levels of confidentiality.

SELECTION CRITERIA

- Demonstrated ability to build rapport and relate to people from a range of backgrounds
- Exemplary written and verbal communication skills
- Strong attention to detail
- Ability to work both independently and collaboratively
- Strong computer literacy skills in working with databases and Microsoft Office, including Word, Excel and Outlook
- Willingness to take ownership of tasks and accept responsibilities
- A flexible approach to changing priorities in the workplace
- An enquiring mind and a desire to learn new tasks and skills
- A friendly, kind and courteous manner
- Ability to think clearly and remain calm under pressure.

Tertiary qualifications in an appropriate discipline and/or experience in a similar role in an educational environment are preferred but not essential.

Knowledge of Overseas Student application and enrolments processes or experience with MAZE or Civica Education Suite databases would be advantageous.

CLOSING DATE: Wednesday 22 March 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 Australian citizens or permanent residents, or hold a visa with appropriate working rights.