



**CRANBROOK
SCHOOL**

EST. 1918

Cranbrook School Candidate Information Pack

**Admissions Manager
Closing Date: 15 September 2023**

Welcome from the Headmaster

Thank you for your interest in the position of Admissions Manager here at Cranbrook School.

We aim to attract and retain high quality staff, and we are committed to the individual development of staff and providing opportunities for continued career development.

Cranbrook possesses a distinctive, and increasingly relevant, educational philosophy which reaches back to the School's foundation; it is based upon integrity as well as the warm rigour of the great liberal tradition of education and includes both a love of cultural and co-curricular breadth and respect for individuality. We energise the educational environment by offering a well-rounded and distinctive schooling both within and beyond the curriculum and give powerful pastoral support to each student in our care.

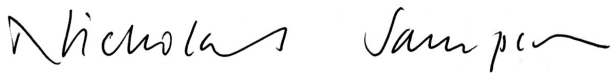
The School motto *esse quam videri* means 'to be rather than to seem to be' and this resonates through all that we do.

As a school we are aiming for the development of potential and a recognition of each other's individuality and value, for sincerity and wholeness, and a realisation of humanity's possibilities.

We want our staff to find in Cranbrook a place where they can do their very best work, a place that is kind and supportive, and a place where they can thrive and grow in a community of highly skilled, like-minded people.

I welcome your application to be part of our community and look forward to hearing from you.

Yours sincerely



Nicholas Sampson
Headmaster



About Cranbrook School

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

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, give their best and 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. We uphold the character and foundation of our Anglican foundation in order to promote the moral and spiritual development of each student and foster the principles of service.

Cranbrook aims to build 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. We inspire and support them to respect the integrity of differences, lead adventurous, courageous and generous lives contributing to the betterment of society.

Cranbrook School is an International Baccalaureate (IB) World School, and in August 2020 became accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

We cater for over 1,770 students: approximately 480 at the Junior School, 1,210 at the Senior School and 80 at two Pre-schools. There are approximately 75 students who attend the Senior School as boarders, residing in two Boarding Houses.

As announced in 2022, Cranbrook is moving to coeducation and in 2026, Cranbrook will accept girls into Year 7 and Year 11. We will be fully coeducational in the Senior School in 2029.

Our two Pre-schools, St Mark's at Darling Point and St Michael's at Vacluse, provide a secure, warm and exciting environment for our youngest Cranbrookians, who attend pre-school either two, three or five days a week from the age of three.

The Junior School campus for Kindergarten to Year 6 is located at Rose Bay. It is an outstanding, integrated educational facility. It provides academic and creative facilities, including art rooms, music rooms, a science classroom and a library, complemented by sports grounds including tennis courts, grass playing fields and a gymnasium that is also equipped to double as a multipurpose space for rehearsals, performances and special events. The campus is flexible enough to meet changing educational needs and is both spacious and robust; an ideal combination for active students.

The Senior School campus at Bellevue Hill overlooks Sydney Harbour with facilities including bright, open and modern teaching spaces, specialist classrooms, a gymnasium, weights room, indoor swimming pool, library, basketball courts, playing field and recording studio. This campus is currently undergoing a process of renewal including replacement of buildings - some of which had been in use for over 70 years - with new facilities that include a multi-level contemporary education building incorporating a drama and music theatre, chapel and dining commons, and the state-of-the-art Murray Rose Aquatic and Fitness Centre and underground carpark.

The School also has an outdoor education facility located in the secluded and picturesque Wolgan Valley, a three hour drive from Sydney in the World Heritage listed Greater Blue Mountains. Wolgan Valley is a residential and experiential education site that compliments the main campuses and allows learning to be undertaken in innovative ways, placing students in the natural environment and giving them an appreciation that they are part of an ecosystem, and have a responsibility to maintain it.

For more information about the School, please visit our website: www.cranbrook.nsw.edu.au.



Vision and Mission

Our vision is of a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential.

Our mission is to lead all students to discover and make the most of their talents, to give of their best and to thrive in and love the pursuit of excellence;

To energise the educational environment by offering a well-rounded, rich and distinctive schooling both within and beyond the curriculum and to give powerful pastoral support to each pupil in our care;

To uphold the character of our Anglican foundation in order to promote the moral and spiritual development of each student and to foster the principles of service;

To build resilience and confidence within our students so that each can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism, and

To inspire and support students to respect the integrity of differences and to lead adventurous, courageous and generous lives which contribute to the betterment of society.



Child Safety Statement

Cranbrook School is a child safe environment.

The School actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm, in accordance with their legal and ethical obligations.

This includes that Cranbrook School:

- has zero tolerance for child abuse
- actively works to listen to and empower children
- has systems to protect children from abuse
- will take all allegations and concerns very seriously and responds to them consistently in line with legal obligations and the School's policies and procedures
- is committed to promoting physical, emotional, psychological and cultural safety for all children
- is committed to providing a safe environment for all children.

Working at Cranbrook

Cranbrook staff are innovative and energetic people who epitomise the Cranbrook ethos of believing in the individual and who strive to change the lives of students by instilling in them integrity, responsibility and compassion.

Our people are our most valuable asset, and we are committed to ensuring all staff have the opportunity to evolve professionally and reach their full potential – recognising that our ability to be a world class school and to encourage and enable all of our students to explore, enjoy and fulfil their potential rests on the calibre of the talent and efforts of our staff, at all levels, across the School.

Equal Opportunity

Cranbrook School is committed to providing a safe and satisfying working environment within which everyone is treated fairly, with respect, and where employment decisions are based on merit.

All staff are expected to observe, model and maintain the highest standards of ethical behaviour and integrity in their conduct, and are expected to take responsibility for our own actions and their consequences.

We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Diversity and Inclusion

Cranbrook School is committed to providing a safe, inclusive and respectful workplace where diversity is celebrated.

We do not discriminate on the basis of race, sex, ethnicity, age, disability, sexual orientation, gender identity, relationship status, family / carer responsibilities, religion or politics.

We are committed to embedding equality, diversity and inclusion throughout our organisational practices and in the programmes we deliver.

Flexibility

Subject to suitability for a particular role, the School actively aims to offer roles that provide flexibility as a way to support the needs of staff.

This can include part-time employment and flexible start and finish times. For non-teaching roles this may also include compressed hours, the ability to work from home for a proportion of the working week after an initial period, or additional time off during school holidays.

Professional Development

Continuous professional development is actively encouraged for all staff, regardless of role.

A love of learning, in all its forms, underpins everything we do at Cranbrook. The appetite our staff have for continuous learning and improvement has been strongly evidenced in this extraordinary period where innovation, resilience and adaptability have been key; staff have used this time to build new skills and enhance their knowledge and expertise, for the benefit of our students, their colleagues and the broader school community.

Cranbrook offers a varied and extensive professional development programme, support for individualised professional development activities, and mentoring for teacher accreditation and early career teachers.

Salaries and Staff Benefits

Our salaries are competitive and we offer a range of excellent employee benefits, including:

- Salary packaging options
- Professional development programme, including the Teacher Development Fund (see below)
- Teacher accreditation mentoring and support
- Mentoring for early career teachers
- Discounted school fees where applicable
- Complimentary lunch provided daily during school terms
- Car parking
- Free CPR, First Aid, Anaphylaxis and Asthma training
- Free annual flu vaccination
- Complementary use of the swimming pool and gym in the new state-of-the-art Murray Rose Aquatic & Fitness Centre
- Discounted membership to Cranbrook Aquatics Swimming Club, and discounted access to adult swim squads, as well as discounted access to the Learn to Swim program for children of staff
- Access to range of social and other offerings, including pilates, yoga, book club, and social events run by the Cranbrook Common Room Association
- An Employee Assistance Program offering professional and personal counselling, as well as financial and wellness advice.



Staff Development Fund

Cranbrook School has established a Staff Development Fund as a mechanism to provide access to enhanced development activities identified as integral to a staff member's professional development, which in turn will benefit the School and our students. This may be through a study tour, a substantial professional development programme, post-graduate studies, teacher exchange, placement in another school of interest, attending a conference, or tertiary study.

Applications for grants are considered quarterly by a committee of senior staff members and the Headmaster.

General Information and Appointment Conditions

Cranbrook School is seeking an experienced and professional Admissions Manager to join the School's Admissions Department based at the Senior School Campus in Bellevue Hill.

Reporting to the Director of Admissions, the Admissions Manager will coordinate a high-quality customer service experience for prospective and new families from initial enquiry through to enrolment.

The Admissions Manager will be responsible for coordinating effective and efficient admissions and enrolment processes across all campuses of the School. This includes ensuring accurate data management, timely correspondence and response to enquiries, assisting with the planning and execution of the annual Admissions calendar, coordinating the enrolment of new students, supporting key events and facilitating the Scholarship program.

The Admissions Manager will be primarily responsible for admissions activities in relation to the Senior School, but will be required to support admissions activities in relation to the Pre-schools and Junior School and to support the Director of Admissions with the broader activities of the Admissions Department as required.

The Admissions Manager is a collaborative, service oriented and personable team player, with high level organisational skills and attention to detail. They can think clearly, prioritise to meet deadlines, and remain calm under pressure.

With experience at a senior level in administration in an educational environment, the Admissions Manager is professional and possesses exceptional interpersonal and communication skills. The ideal candidate will be looking for a busy role in a dynamic educational environment.

A detailed outlined of the responsibilities of the role are included in the Duty Statement, and further details about the conditions of appointment are outlined below.

AREA	DETAILS OF POSITION
Title	Admissions Manager
Department	Admissions Department
Reports To	Director of Admissions
Start Date	As soon as possible
Employment Status	Permanent Full-time
Days and Hours of Work	Monday to Friday, 8.00am to 4.06pm This role receives four weeks of annual leave per year Due to the nature of the role, some work after hours and on weekends may be required
Key Relationships	Director of Admissions, Admissions team members, Head of Senior School, Head of Junior School, Pre-school Coordinator, Director of Boarding, Marketing & Communications Department staff, future Parents, future Students
Main Location(s)	Cranbrook Senior School: 5 Victoria Road, Bellevue Hill NSW 2023



AREA	DETAILS OF POSITION
Applicable Industrial Instrument	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 as it applies from time to time, or any industrial instrument that replaces this.
Classification	The position is classified as Clerical and Administrative Staff: Level 3 - under the provisions of the Industrial Instrument

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Selection Criteria

AREA	CRITERIA
Essential Education and Experience	<ul style="list-style-type: none"> – Experience at a senior level in administration in an educational environment – Understanding of independent education particularly as it relates to the needs of families – Demonstrated experience in the management of sensitive and confidential information – Experience in the use of databases
Desirable Education and Experience	<ul style="list-style-type: none"> – Experience in admissions/enrolments at an independent school – Knowledge of contemporary admissions practices and strategies – Knowledge of Overseas Student application and enrolments processes – Experience with Civica Education Suite database
Skills and Attributes	<ul style="list-style-type: none"> – Highly organised, detail-focused, resourceful and with the ability to work under pressure in order to meet deadlines – Proven ability to manage large volumes of work – Exceptional written and verbal communication skills – Able to communicate and collaborate with people at all levels, with diverse backgrounds and a wide range of age groups – Able to demonstrate sensitivity and diplomacy in all interactions with applicant families including cultural sensitivity – Able to build and maintain strong relationships with colleagues and the wider school community – Able to take ownership of tasks, demonstrate initiative and produce work of a consistently high standard – Strong negotiation, problem solving and conflict resolution skills – High level of professionalism and presentation – Strong ICT skills and a willingness to engage positively with new and existing technology – Able and willing to work on weekends and outside core office hours
Child Safety and Vaccination	<ul style="list-style-type: none"> – A firm commitment to safeguarding and promoting the welfare of children – A demonstrated understanding of child safety and appropriate behaviours when engaging with children – Must hold, or be willing to acquire prior to commencement, a Working with Children Check – A level of mobility that supports the ability to respond to a first aid / behavioural incident – Fully vaccinated against COVID-19
Cranbrook Ethos	<ul style="list-style-type: none"> – An understanding of, and commitment to, the ethos, mission and vision of Cranbrook School



Duty Statement

Position Objective

Responsibilities and Duties

The Admissions Manager is accountable for administering an accurate, efficient and customer service focused Admissions process working collaboratively with other members of the Admissions Department, the Marketing & Communications Department, Junior School and Senior School staff and other stakeholders.

The Admissions Manager will be primarily responsible for Admissions activities in relation to the Senior School, but will be required to be familiar with and able to support Admissions activities for the Pre-schools and Junior School, and to support the Director of Admissions with broader activities of the Admissions Department as required.

Responsibilities and duties related to the position include, but are not limited to those in the following table.

AREA	RESPONSIBILITIES AND DUTIES
Customer Service	<ul style="list-style-type: none">– Deliver a consistent, high quality customer service experience for prospective families– Ensure accurate, positive and timely responses are provided to all enquiries– Arrange for prospective families to attend School tours, Open Days and interviews– Assist with conducting interviews for all applicants for Years 7 to 12
Processes	<ul style="list-style-type: none">– Coordinate the complete Admissions administrative process from first enquiry through to enrolment– Assist the Director of Admissions to implement and maintain efficient and effective processes for managing enquiries and enrolments– Ensure that all correspondence related to Admissions is accurate and timely– Manage the activation process for new students– Coordinate and attend student testing days– Coordinate onboarding requirements for new students– Distribute information regarding new students to the relevant staff– Assist in the coordination the School's Scholarship Program including advertising, applications, testing/auditions, interviews and offer documentation– Oversee the preparation of letters of offer to those parents who have been successful and notifications to parents whose applications have been unsuccessful– Effectively communicate Admissions policies and procedures to internal and external stakeholders– Assist the Director of Admissions to set the annual Admissions calendar– Assist the Director of Admissions to review and revise existing Admissions documentation with the outcome of producing high-quality, user-friendly documents for all stages of the enrolment process– Assist the Director of Admissions to review and revise existing Admissions processes to identify opportunities for efficiencies– Contribute to the documentation of Admissions process and procedures to create a record available to current and future members of the department



AREA	RESPONSIBILITIES AND DUTIES
Promotion	<ul style="list-style-type: none">– Assist in the planning of events aimed at prospective parents including School tours, Open Days and Expo events– Collaborate with the Marketing & Communications Department on advertising, collateral and promotional events– Meet with prospective students and families, conduct tours and initiate appropriate follow up including liaison with the Head of Senior School and Head of Junior School as required– Represent the School at promotional events, including various expos held on weekends and out of metropolitan Sydney
Compliance	<ul style="list-style-type: none">– Assist the Director of Admissions to maintain and review enrolment policies and procedures to ensure compliance with relevant legislation– Assist with the specific needs of international applicants including CRICOS registration and guardianship requirements– Ensure all legal requirements for the enrolments of students are met
Systems and Record Keeping	<ul style="list-style-type: none">– Maintain and update information in the School Management System– Ensure the maintenance of accurate data throughout the application/enrolment process– Manage the Confirmation of Student Movement (COSMs) process– Assist in the preparation of statutory returns and reports to government bodies to meet regulatory requirements including the annual student census
Professional Development	<ul style="list-style-type: none">– Maintain, foster and develop the technical skills required for your role– Participate in professional development activities on an ongoing basis– Complete all training required by the School including without limitation child protection training and first aid training– Continue the development of your ICT skills as technologies evolve– Participate in the School's performance, appraisal and development processes
Relationship Management	<ul style="list-style-type: none">– Build and foster professional and quality relationships with students, staff, parents, and other members of the School community– Use consultative and collaborative approaches to solve problems, make decisions, and develop and implement initiatives– Facilitate and maintain constructive channels of communication with students, staff, parents, and other members of the School community– Provide prompt, accurate and professional responses to students, staff, parents, and other members of the School community– Foster and maintain a supportive school environment for students and staff
Child Safety	<ul style="list-style-type: none">– Understand, apply and promote the School's commitment to a child safe environment, including the physical, emotional and cultural safety of all children– Comply with the School's Child Protection policies, Staff Code of Conduct and any other policies and procedures relating to child safety– Identify and proactively address risks to child safety, including reporting any concerns– Identify any indicators of possible child abuse or harm, and report any concerns



AREA	RESPONSIBILITIES AND DUTIES
	<ul style="list-style-type: none">- Actively work to listen to and empower students- Demonstrate a duty of care to students in relation to their physical and mental wellbeing
Work, Health & Safety	<ul style="list-style-type: none">- Contribute to a healthy and safe work environment for yourself and others- Comply with all safe work policies and procedures- Report all hazards, accidents, near-misses and other incidents
Other	<ul style="list-style-type: none">- Serve as a good ambassador of the School, including conducting yourself in accordance with the professional standards of the School and your profession, and the Staff Code of Conduct- Support the vision and mission of the School- Be well-groomed and professionally and appropriately attired- Display a high level of professionalism at all times- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School- Attend staff meetings and professional development days as required- Complete all required training in a timely manner- Exercise discretion and maintain appropriate confidentiality concerning information about staff, students and their families- Ensure that all decisions pertaining to your role at the School are made in line with legislation, regulations, Cranbrook School policies and procedures and the Cranbrook School Staff Code of Conduct- Attend school events when required, including outside of normal working hours- Such other duties as may be required by the Director of Admissions from time to time

How to Apply

Before submitting your application please carefully review this document and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.

Submit your cover letter and resume to recruitment@cranbrook.nsw.edu.au no later than the Closing Date.

Please ensure that you include:

- A cover letter stating the reasons for your interest the position and addressing the selection criteria.
- A current resume, which clearly outlines your qualifications (including the institution and the date completed) and career history and includes your current contact details.
- Names and contact details of at least three referees. Referees will not be contacted without your prior permission.

Your cover letter and resume must be submitted as attachments to your email. We prefer attachments submitted in PDF format if possible. Please note that where an application includes documents that are required to be accessed or downloaded via a link, the application will not be considered.

We need to know if you have a close relationship with and/or are related to any employee, member of School Council or anyone else connected to the School, in order to ensure a fair selection process. Please disclose any such relationships in your application.

Recruitment Process

We appreciate the time and effort taken to apply for a position with us. We are committed to ensuring our recruitment process is fair, efficient and transparent. Below is some information on the recruitment process and expected timeframes:

- All vacant positions are advertised on our website, usually on external employment websites, and at times also with recruitment consultants.
- All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
- We aim to complete the initial shortlisting process within one to two weeks of the closing date.
- First round interviews are scheduled for shortlisted candidates generally within two weeks of the closing date. Interviews may commence prior to the closing date, and subsequent interviews are usually scheduled within a week of the conclusion of first round interviews.
- Referee checking of the preferred candidates happens shortly after the final round of interviews. Referees will not be contacted without your prior permission.
- Offers of employment are generally made within a week of the final round of interviews.

If you have any requirements that need to be considered as part of the application and interview process, such as requiring an interpreter, accommodations for a disability or longer time allocation for interview, please let us know.

For details of how Cranbrook School manages the privacy of your personal information, please read our *Privacy Information Collection Notice – Employment Applicants*, available on www.cranbrook.nsw.edu.au.

Right to Work in Australia

Candidates must be Australian citizens or permanent residents or hold a valid visa with appropriate working rights.

Enquiries and Further Information

For enquiries, and more information about employment at Cranbrook School, please contact Human Resources by emailing recruitment@cranbrook.nsw.edu.au.