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## Position Vacant

### ADMISSIONS MANAGER FULL-TIME, PERMANENT

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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.

#### ABOUT THE POSITION

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 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. Responsibilities will include 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.

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 have a proven ability to manage large volumes of work. Highly organised, detail-focused and resourceful, you thrive in a busy environment and can prioritise effectively to meet deadlines.

Possessing a high level of professionalism and presentation, you are an excellent communicator and are able to build and maintain strong relationships with colleagues and the wider School community. You demonstrate sensitivity and diplomacy in all interactions and have a strong customer service focus.

You are a proactive problem solver who is able to identify opportunities for improvement. You show initiative and are willing to take ownership of tasks and accept responsibility.

#### SELECTION CRITERIA

- Experience at a senior level in administration in an educational environment
- Exemplary written and verbal communication skills
- Demonstrated experience in the management of sensitive and confidential information
- Strong computer literacy skills in working with databases and Microsoft Office, including Word, Excel and Outlook
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Experience working in student admissions/enrolments preferably in an independent school, knowledge of contemporary admissions / enrolment practices and strategies, and tertiary qualifications in an appropriate discipline are preferred.

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

**CLOSING DATE: Friday 15 September 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.

Before applying, please read the Candidate Information Pack for this position, which is available on our website at [www.cranbrook.nsw.edu.au/employment](http://www.cranbrook.nsw.edu.au/employment)

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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.