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## Position Vacant

### ADMINISTRATION ASSISTANT TERM TIME ONLY, IMMEDIATE START

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Cranbrook School is seeking an experienced and energetic Administration Assistant to join the Senior School team based in Bellevue Hill.

#### ABOUT THE POSITION

Reporting to the Director of Curriculum and Academic Operations, the Administration Assistant will provide effective and efficient administrative support to the Senior School curricular and academic programs.

Working closely with teaching staff and Heads of Department, this role will enter and maintain accurate student and academic information across a number of different platforms, coordinate parent-teacher interviews, subject selection nights and student academic reports, manage examination logistics and provide general administrative support to the Director of Curriculum and Academic Operations.

This is a term time only position with two additional days to be worked in each student holiday period to assist with report distribution.

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 will have experience in an administrative role and an appetite for a busy and key supportive 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 positive and collaborative approach to all interactions.

Capable of working collaboratively within a team you also enjoy working autonomously. You are personable, approachable and genuinely enjoy helping people.

You are an excellent communicator and are 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

- At least five years' experience in an administration role
- Experience in an Independent School and a familiarity with NESA and/or the International Baccalaureate Diploma Programme would be advantageous
- Demonstrated experience entering data and managing databases
- Proficiency in the Microsoft Office Suite
- Excellent verbal and written communication skills
- A high degree of accuracy and attention to detail
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

**CLOSING DATE: Monday 25 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.

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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.