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## Position Vacant

### SENIOR SCHOOL RECEPTIONIST PART-TIME

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Cranbrook School is seeking a part-time Receptionist for our Senior School campus at Bellevue Hill.

#### ABOUT THE POSITION

The Senior School Receptionist is the key first point of contact for Cranbrook Senior School, and is responsible for delivery of a friendly, efficient, and professional Reception service.

The role includes all front desk administration and first contact responsibilities, including answering and redirecting telephone calls, assisting to resolve direct enquiries, meeting, greeting and assisting visitors, visitor registration, managing incoming and outgoing courier deliveries and distribution, as well as general school email address inbox management. The position also includes assisting the Facilities Department with some administrative tasks.

The Receptionist will work Thursday and Friday from 12pm to 5pm and is required to work during school holidays

#### ABOUT YOU

You will have experience in a reception or similar customer service role and an appetite for a busy but key supportive position in a dynamic educational setting. With a professional demeanour, and exceptional interpersonal skills, you will have a demonstrated customer service-based approach in all interactions, and the ability to think clearly and remain calm under pressure.

You have a confident, polite, and friendly manner. You are diligent, punctual, reliable, well organised, and professional in all dealings with a wide range of people and tasks.

#### SELECTION CRITERIA

- Experience in a reception or similar customer service role
- Exceptional written and verbal communication skills, and interpersonal skills
- A friendly, kind and courteous manner
- Discretion in managing confidential information
- Ability to undertake a range of administrative duties
- Good problem-solving skills
- Database management skills
- Confident with Microsoft Office, particularly Word, Excel, and Outlook
- Ability to multi-task and work in a busy environment.

Experience within a school setting will be highly regarded. Flexibility to be available at times to cover leave for the morning Receptionist would also be an advantage.

**CLOSING DATE: Friday 6 October 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.