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## Position Vacant

### DEVELOPMENT COORDINATOR FULL-TIME, PERMANENT

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Cranbrook School is seeking an experienced and energetic Development Coordinator to join our Development Office based at our Senior School Campus in Bellevue Hill.

#### ABOUT THE POSITION

The Development Coordinator will provide efficient and effective administrative assistance to the Development Office.

The Development Coordinator will be the first point of contact for all inquiries to the Development Office including phone, email and mail correspondence. This role will be responsible for assisting with the issuing of receipts and correspondence, data entry and maintenance of the database, helping with events, setting up meetings, collation of mail returns and other general administrative duties to support the Development Office staff.

This is a full-time role. Work in term time only will be considered for the right candidate. Some work outside of normal business hours will be required on occasion to assist with events.

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 setting. With a professional demeanour and exceptional interpersonal skills, you will be very organised, have high level time management skills and a positive and customer service focused 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.

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.

#### SELECTION CRITERIA

- 3 to 5 years' experience in an office administration role
- 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.

Previous experience working in a similar role in an Independent School will be highly regarded.

**CLOSING DATE: Friday 2 February 2024**

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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.