



Position Vacant

ADMINISTRATION ASSISTANT – CORPORATE SERVICES PERMANENT, FULL-TIME

Cranbrook School is seeking an experienced and professional Administration Assistant to join our Corporate Services team based at the Senior School campus in Bellevue Hill.

ABOUT THE POSITION

The Corporate Services team provides support to the School in the areas of Legal, Risk Management, Compliance, Human Resources and Archives. The Administration Assistant plays a crucial role in supporting the Corporate Services Department in various administrative and operational tasks. This is a full-time, onsite position.

The role is busy and varied, and plays a key role in the day to day administration of the School's risk and compliance framework and human resources processes and activities.

Duties include managing employee paperwork, maintaining accurate employee records, monitoring shared mailboxes, facilitating user access to School systems, assisting in the preparation of reports, data entry and records maintenance. The Administration Assistant will also provide general support to the Director of Corporate Services.

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 are a highly organised, self-motivated administration professional with excellent attention to detail. You are a collaborative and personable team player.

You thrive in a busy environment and are able to effectively plan and prioritise tasks to meet deadlines.

You have a strong customer service focus and enjoy helping people. You have a positive attitude, superior interpersonal skills and the ability to engage with people in all areas of the School.

SELECTION CRITERIA

- A minimum of three years' experience in providing high level administrative support at a senior level
- Tertiary /TAFE qualifications/or similar in business/office administration
- Intermediate to Advanced MS Office skills (Word, Excel, PowerPoint)
- Competent use of databases
- Excellent listening, written and verbal communication skills
- Ability to work both independently and as part of a team
- Discretion and the ability to maintain appropriate levels of confidentiality
- A caring and customer service-based approach in all interactions
- 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 an independent school will be highly regarded.

CLOSING DATE: Friday 5 April 2024

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. Details of at least three referees will be requested from the successful applicant.

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.

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.