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## Position Vacant

### ADMINISTRATION COORDINATOR - FACILITIES FULL-TIME, PARENTAL LEAVE CONTRACT, COMMENCING DECEMBER 2024

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Cranbrook School is seeking an experienced and energetic Administration Coordinator to join the Facilities team on a nine-month maternity leave contract to commence 9 December 2024.

#### ABOUT THE POSITION

Based at the Senior School campus in Bellevue Hill, the Administration Coordinator is a key member of the School's Facilities team.

This is a busy and key administrative role in a dynamic educational setting, with duties including the provision of support to the Facilities management team; being a first point of contact for vendor, contractor, staff and parent enquiries; preparation of invoices for approval; raising and tracking purchase orders for furniture and equipment; obtaining quotations for works, goods and services; providing secretariat support to the Work, Health & Safety Committee; managing the School vehicle booking system; maintaining the vehicle servicing schedule including managing insurance claims and coordination of repairs; coordinating visitor parking; managing the School Access System register of keys and ID cards; managing the door/alarm access and surveillance system; and managing the Senior School bell system and signage.

#### ABOUT YOU

You are a highly organised, self-motivated administration professional with excellent attention to detail. 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. With a positive attitude and superior interpersonal skills, you have the ability to engage with people in all areas of the School.

You have an understanding of security systems, CCTV surveillance, and maintenance systems, and experience in dealing with contractors, suppliers, raising purchase orders and the administration of invoices.

#### SELECTION CRITERIA

- Tertiary / TAFE qualifications in office administration or similar
- Intermediate to Advanced MS Office skills
- Demonstrated customer service skills
- Excellent verbal and written communication skills
- Outstanding organisational skills
- Ability to develop and maintain strong relationships with a broad range of stakeholders
- Ability to prioritise tasks to meet changing circumstances
- Current unrestricted NSW Drivers Licence
- 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 in a similar role and an interest in the education sector will be advantageous.

**CLOSING DATE: Friday 9 November 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.