



Position Vacant

ADMINISTRATION COORDINATOR – ACADEMICS PERMANENT POSITION COMMENCING TERM 3 2025

Cranbrook School is seeking an experienced administration professional to join our Senior School Academics team, commencing Term 3, 2025.

ABOUT THE POSITION

This position is based at the Senior School campus in Bellevue Hill.

The Administration Coordinator – Academics will work full-time during term time plus additional days at the start and end of each student vacation period.

Working closely with the Director of Academics, the responsibilities include diary management, meeting set up, inbox management, invoice and expense reconciliation, coordination of academic events and testing, textbook ordering facilitation and booking of travel and accommodation.

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 administrator with excellent attention to detail. You are a collaborative, service oriented 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 two years' experience in providing high level administrative support at a senior level
- Previous experience a senior school environment and/or Independent school experience will be highly advantageous.
- A minimum of Tertiary /TAFE qualifications/or similar in business/office administration
- Intermediate to Advanced MS Office skills (Word, Excel, PowerPoint)
- Demonstrated experience entering and extracting data from databases
- Excellent listening, written and verbal communication skills
- Superior organisation and time management skills
- Demonstrated ability to establish and build productive working relationships with a variety of stakeholders
- Ability to work both independently and as part of a team
- A 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.

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.

Please apply to Cranbrook School directly as we will not be considering agency candidates at this time.

CLOSING DATE: Monday 23 June

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 AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance. Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.