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## Position Vacant

### MARKETING & COMMUNICATIONS ASSISTANT FULL-TIME, PERMANENT

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Cranbrook School is seeking An energetic and enthusiastic Marketing & Communications Assistant to join our Marketing & Communications team, based at our Senior School campus in Bellevue Hill.

#### ABOUT THE POSITION

Reporting to the Senior Marketing Manager, the Marketing & Communications Assistant will provide general administrative support to the Marketing & Communications team.

Duties include assisting the Director of Marketing & Communications and the Marketing Manager, monitoring the Marketing email inbox, coordinating the distribution of internal job requests, updating the work in progress system, attending to all incoming calls and mail, organising meetings, couriers, stationery and merchandise and maintaining the School's library of media and photography resources.

The Marketing & Communications Assistant will use digital platforms including content management systems, basic video editing and graphic design skills, and will assist with photography and social media publishing for smaller events where external support may not be available.

The successful candidate for this position may be required to provide occasional support at events across our campuses, sometimes outside standard work hours.

#### ABOUT YOU

You will have experience in an administrative role and an appetite for a busy and key supportive position in a varied work environment. With a professional demeanour and exceptional interpersonal skills, you will be very organised, have high level time management skills and a positive and collaborative approach to all interactions.

You take initiative, solve problems proactively, and bring an interest in school life and student storytelling. You enjoy being part of the life of a school and are a warm and confident presence when working with students and staff alike.

A motivated self-starter who is capable of working independently you also enjoy working collaboratively as part of a larger team. You are able to effectively communicate and collaborate with a wide range of people at all levels of the organisation.

#### SELECTION CRITERIA

- At least 2 years experience in a marketing assistant or office administration role
- A background or interest in marketing and communications
- Proficient in the MS Office Suite
- Basic copywriting and proofreading skills, with the ability to draft captions, internal messaging or event content when required
- Previous experience using a team workflow system (preferable Monday.com)
- Demonstrated ability to understand and adapt to multiple digital platforms
- Exceptional interpersonal skills and the ability to communicate and collaborate with people at all levels
- Highly organised, detail-focused, resourceful and with the ability to work under pressure in order to meet deadlines
- A high degree of accuracy and attention to detail
- Strong focus on delivering superior customer service
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

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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.

Please apply to Cranbrook School directly as no agency candidates will be considered at this time.

**CLOSING DATE: Friday 8 August 2025**

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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 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.