



Position Vacant

HEAD OF STAFF ENGAGEMENT & SPECIAL PROJECTS PART-TIME, 0.5 FTE

Cranbrook School is seeking a part-time (two and a half days per week) Head of Staff Engagement & Special Projects, based at the Senior School campus in Bellevue Hill.

ABOUT THE POSITION

The Head of Staff Engagement & Special Projects is responsible for supporting and promoting a thriving, inclusive, and purpose-driven staff culture that aligns with Cranbrook School's strategic vision and values. This role champions staff engagement, development and wellbeing.

Working closely with the Head of School, School Leadership and HR Team, the Head of Staff Engagement & Special Projects supports initiatives that strengthen staff relationships, contribute to a positive school culture and enhance the overall staff experience.

This role also plays a pivotal role in supporting the Head of School's leadership through contributing to special projects and providing strategic advice ensuring alignment with Cranbrook's strategic plan.

ABOUT YOU

You are able to provide strategic insight, and you possess project management expertise and strong analytical skills. You are a collaborative and personable team player. You are able to prioritise effectively, work independently and deliver results. You have a high level of integrity and initiative, and are committed to supporting all staff across the school.

SELECTION CRITERIA

- A minimum of six years' experience in Human Resources and in a leadership role responsible for staff engagement, ideally in a school setting
- Relevant tertiary qualifications and a proven commitment to your own ongoing professional development
- Exceptional interpersonal and communication skills, with the ability to develop and maintain constructive working relationships across the staff team
- Strategic thinking and problem-solving ability
- Excellent oral and written communication skills
- Proficient computer literacy skills within a Microsoft Office environment
- A high level of organisational and time management skills
- Ability to multitask and prioritise projects, deadlines and stakeholders
- 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.

CLOSING DATE: Wednesday 17 September 2025

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.