

Homestay Co-ordinator for International Students



Epsom Girls Grammar School

This is a part time position (35 hours per week) supporting international students in their host families.

It involves:

- Conducting quarterly interviews with the students
- Maintaining accurate reports of the interviews
- Visiting families –this could be during evenings, some weekends and school holidays
- Being the emergency contact on rostered weeks
- Working from home as well as in the office
- Recruiting Homestay families

We require someone who has:

- Empathy with teenagers
- Excellent time management, organisation, skills and computer literacy.
- Excellent written and spoken English
- Team player
- A clean driver's licence
- Own personal vehicle

Applications close on 11th October 2019

Applicants are required to use the school application form, which is available, together with the job description from the PA to the Principal, Silver Road, Epsom, Auckland;

Email: lstrachan@eggs.school.nz

Please send the completed application form, a copy of your CV, a cover letter and the names of three referees who may be contacted to: lstrachan@eggs.school.nz