



Epsom Girls Grammar School Drama

Arts Learning Area – Drama Administration Assistant

Epsom Girls Grammar School Vision and Values :

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Drama Administration Assistant, permanent, part-time, commencing in Term 1, 2022. Term time only.
Responsible to:	Learning Area Director of Arts
Direct involvement with:	Drama staff, students & parents
Primary responsibility:	Supporting staff in the Drama Department by performing administrative tasks and communicating with the wider community

Key Tasks:

- Arranging EOTC for Drama students
- Purchasing resources required by the Drama Department
- Creating and maintaining systems for collecting NCEA moderation
- Creating resources
- Helping to prepare for productions by handling publicity, communications and dealing with playwright holders
- Writing / editing material for school newsletters and magazines
- Photocopying
- General tidying and sorting

Person Specification:

We are someone who shows these abilities:

- Demonstrate an understanding of the principles of Te Tiriti o Waitangi
- Understand and use restorative principles in all interactions with students, staff and parents
- A very good communicator with excellent writing skills
- Excellent computer skills
- A positive, calm and professional manner
- An ability to work with staff, students and parents
- Be systematic and well organised
- An ability to take initiative and follow instructions
- An ability to prioritise