

## 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:** Permanent Part Time Music Assistant

**Responsible to:** HOD Music

**Direct involvement with:** Music Department

**Primary responsibility:** To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of Music

### **Key Tasks:**

- Support student and staff working in the Music department
- Maintain systems and administrative tasks
- Assist in the organisation of major Music events
- Organise Education Outside the Classroom (EOTC) for school trips. This includes filling out the required forms, such as EOTC applications, as well as organising relief for teachers and notifying the school of students involved who will be absent from class. It may also be necessary to organise transport for students and staff.
- Photocopying and printing
- May be required to enter co-curricular details for reports
- Help to organise groups for co-curricular photos
- Liaise with members of the Music Committees, Music and Arts Curriculum staff
- Liaise with admin and support staff with regard to accounts, photocopying and promotion
- Purchase resources and equipment for the Department – this involves coordinating with various companies and assisting in the processing of accounts.

### **The successful candidate should be:**

- A good communicator - relate well to both students and teachers in a warm and professional manner
- Highly organised with attention to detail
- Pro-active in approach to responsibilities
- Flexible and reliable, particularly during busy periods
- Knowledgeable about Music events within the school and Auckland
- Have an understanding of appropriate and respectful language and behaviour within the school environment.

### **Practical Skills:**

- Good communication skills
- Competent with computer programmes and printers – ability to use Adobe suites and Photoshop an advantage
- Strong writing skills.