



Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

Epsom Girls Grammar School Vision and Values

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

Epsom Girls Grammar School Te Kura Tuarua o Ngā Taitamāhine o Maungawhau is committed to the principles of Te Tiriti o Waitangi and the New Zealand Curriculum. Learning is founded on traditions of whānaungatanga, service and commitment to high quality education. Ākonga are empowered to be open to change, culturally responsive and reflective.

Values: Courage, compassion, curiosity, community

Position:	Administrator Fixed Term, Long Term Relieving, Part Time, Term One 2023
Responsible to:	HOD Career Education and Library Director
Direct involvement with:	Career Education Department staff, Library staff, students, tertiary education providers and other school staff
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 contexts of the Career Education Department and the School Library

The successful applicant should:

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles in all interactions with students, staff and parents
- Have good computing skills
- Be organised and reliable
- Demonstrate adaptability
- Show initiative and attention to detail
- Will enjoy working with both staff and students as part of collegial teams
- An interest in career development would be a strong advantage
- Hold personal and professional values that are inclusive of all students and their diverse backgrounds and model these appropriately both in interactions with students in the department and in the wider school
- Respect and act on group decisions while communicating effectively with colleagues