



# 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 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*

<b>Job Specification for:</b>	Administration assistant for learning areas  Permanent part-time position, 15 hours a week during term time, starting 26 June or as soon as possible, by negotiation.
<b>Responsible to:</b>	Relevant Learning Area Directors for each task
<b>Direct involvement with:</b>	Teaching staff
<b>Primary responsibility:</b>	Creating resources and providing administrative support for teachers within the specified departments

### KEY TASKS

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- Provide administrative support as required

### PERSON SPECIFICATION

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- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles in all interactions with students, staff and parents
- Able to interact with staff at all levels
- Able to prioritise and show initiative
- Able to meet deadlines
- Able and willing to learn new systems
- Willing to be part of a learning organisation
- Understanding of diverse cultures and approaches
- Confident in the use of computers
- Willing to learn new skills such as how to scan and manipulate images
- Able to use software such as email, word and spreadsheets.
- Be systematic, organised, reliable, communicative, flexible and proactive