



Epsom Girls Grammar School

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*

Job Specification for:	Administration assistant for learning areas Permanent part-time position, 21 hours a week during term time, starting as soon as possible, by negotiation.
Responsible to:	Relevant Learning Area Directors for each task
Direct involvement with:	Teaching staff
Primary responsibility:	Creating resources and providing administrative support for teachers within the specified departments

KEY TASKS

- Provide administrative support as required

PERSON SPECIFICATION

- 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

