



# Epsom Girls Grammar School

## Epsom House

### Epsom Girls Grammar School and Epsom House 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.

Epsom House is the Boarding House for Epsom Girls Grammar School and has 130 students aged from 13 – 18 resident seven days a week during school terms.

*Values: Courage, compassion, curiosity, community*

<b>Job Specification for:</b>	Boarding Administrator, permanent part time 32 Hours a week for 52 weeks of the year
<b>Responsible to:</b>	Deputy Principal with responsibility for Epsom House and Director of Boarding
<b>Direct involvement with:</b>	Parents, students, Epsom House staff, finance department, EGGS enrolment manager
<b>Primary responsibility:</b>	To contribute to the development of an environment in which the vision and values of the school and the goals of the school may be achieved within the specific context of Epsom House

#### KEY TASKS

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- Build the relationship between EH and the school
- Plan and be part of key House events - open day and pre-enrolment day
- Focus on Epsom House students and families as individuals
- Run the enrolment process for Epsom House
- Monitor and track all Epsom House financial payments in relation to boarding fees.
- Send communications to the Epsom House community
- Organise and place advertisements for the House
- Complete the licencing application for the Hostel
- Attend Epsom House staff meetings, set the agendas and take minutes.
- Regularly review and update Epsom House documents, handbooks etc.

- Be an active member of the Epsom Girls Grammar Support Staff team

## **PERSON SPECIFICATION**

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- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Be energetic and committed to Epsom House
- Discreet, respecting privacy and confidentiality
- Be committed to a restorative approach in dealing with whānau/families, students and colleagues
- Show ability to relate well and to communicate with young women, their parents and whanau
- Be well organised and methodical in approach
- Ability to multitask and work under pressure
- Flexible, adaptable and a collaborative team member
- Be detail oriented
- Show initiative and problem solving skills
- Have a willingness to be involved in appropriate professional development
- Be able to be proactive in thinking about future needs
- Have an understanding of financial and tracking systems