



## 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*

<b>Position:</b>	Facilities Bookings Co-ordinator, Permanent Position – 20 hours per week (Flexible)
<b>Responsible to:</b>	Facilities and Theatre Manager of Epsom Girls Grammar School Close working relationships with EGGG Teaching Staff, EGGG Hirers, Property Team, Cleaners, and RFAC staff
<b>Direct involvement with:</b>	Facilities and Theatre Manager
<b>Primary responsibility:</b>	To assist with the operational responsibility for EGGG hireable facilities. This position requires close liaison with the Facilities and Theatre Manager, EGGG staff and prospective community hire groups to co-ordinate matters pertaining to each booking. Whilst the priority is to accommodate the school use of the facilities, the expectation is that hire by outside groups will cover the expenses of the facilities. The requirements of the partnership agreement with the Auckland City Council must also be met.

### Key Tasks:

- Assist with the day-to-day management of bookings of the facilities
- Support school priority use of facilities
- Assist with booking enquiries by school/public/community groups, including inspections of facilities and determination of requirements
- Co-ordinate bookings, and invoices using Artifax venue management software
- Ensure hirers understand to return facilities/equipment to default setting after every use
- Work with the Facilities and Theatre Manager to establish hire policies and communicate to key personnel and stakeholders
- Provide cover for the Facilities Manager
- Promote the facilities for public hire (compatible with the school's priority use requirements and the requirements of the Auckland City Council partnership)
- Conduct market research for facilities and theatre as required
- Work closely with EGGG Staff and hirers
- Meet regularly to report to the Facilities and Theatre Manager



# Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

## **The successful applicant should be/be able to:**

- Behave in an appropriate and professional manner in any dealings with students.
- To be courteous in all dealings with public/community groups.
- Uphold EGGG Code of Conduct
- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles in all interactions with RFAC team, EGGG staff and stakeholders