



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

Position:	Personal Assistant to the Principal, Secretary to the School Board, and Human Resources Administration
Direct involvement with:	Principal, Deputy Principals, School Board, HR, LADs/HODs, 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 context of the position of PA to the Principal, Secretary of the School Board and Human Resources provision.

Key Tasks

- Support of the Principal through administrative tasks including the Principal's calendar, correspondence, reports, presentations, record/ file keeping and Ministry reporting
- Administrative, communication and reporting tasks required in the role of School Board Secretary
- Human Resource tasks including appointments, police vetting, teacher registration, time sheets, leave, Novopay, SUE Report reconciliation, record keeping, problem solving and analysis
- Hospitality as required

Key Skills:

- Excellent communication and liaison skills; able to develop and maintain effective and positive relationships with a wide age range of people from diverse backgrounds, approachable and positive
- Excellent organisational skills
- Efficient and accurate; strong attention to detail
- Highly developed IT, including google platform, skills
- Able to demonstrate initiative and innovate to improve systems and processes
- A genuine interest and willingness to engage in professional development and learning opportunities
- Human Resource skills
- Experience with New Zealand secondary school staffing and pay systems advantageous
- Professional judgement and confidentiality

The successful applicant should be:

- Professional and trustworthy
- Proactive and solution based
- Flexible
- Collaborative
- Resilient and resourceful