



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

Position:	Student Support Receptionist and Administrative Assistant Permanent, part-time 6.5 hours per day, Fridays, school terms only
Responsible to:	Deputy Principal (Support Staff)
Direct involvement with:	Deputy Principal (Student Support), Student Support team, students, parents and whānau
Primary responsibility:	To contribute to the development of an environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of Student Support through being welcoming and responsive to the needs of students and staff.

Key Tasks:

- To act as a first point of contact for students, staff and parents within Student Support, welcoming and directing appropriately, and ensuring health and safety procedures are followed
- Providing administrative support to the staff of Student Support
- Receiving and dealing with incoming and outgoing items and messages
- Managing telephone calls and queries, redirecting as appropriate
- Maintaining a safe and tidy reception area
- Maintenance of systems in support of student needs e.g. uniform passes, class runners

Key Skills:

- Excellent listener and communicator (both verbally and in writing) who can connect with a diverse school community
- Excellent interpersonal skills and ability to deal patiently, calmly and empathetically with people who may be under stress
- Ability to multi-task and work under pressure
- Ability to work effectively while dealing with regular interruptions
- Basic Word, Excel Skills, Google suite
- Proactive problem solver
- Proven organisational and time management skills



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The successful applicant should be:

- A bright confident personality, welcoming, customer focussed, and willing to go the extra mile
- Able to demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Able to understand and use restorative principles in all interactions with students, staff and parents and whānau
- Professional and well presented
- Discreet, respecting privacy and confidentiality
- Self- motivated and enthusiastic
- Flexible, adaptable and a collaborative team member
- Detail orientated