



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: Compassion, courage, curiosity, community

Position:	International Accommodation Coordinator Fixed term, 2021 40 hours per week, term time only
Responsible to:	Director of International students
Direct involvement with:	International department staff/ Teaching and non-teaching Staff/ Students/residential caregivers/parents/agents.
Primary responsibility:	Coordinating homestay placements for International students

Key Tasks:

- Finding suitable host families for international students
- Visiting families/homes prior and during the student's stay - this could be during evenings and some weekends
- Conducting quarterly interviews with International students
- Maintaining accurate reports of the interviews
- Being the emergency contact on rostered weeks/term

Key Skills:

- Excellent communicator dealing with diverse cultures and needs of students and families
- Excellent written and spoken English
- Knowledge of computers and software such as email, word, excel

The successful applicant should be someone who has:

- Empathy with teenagers
- Ability to be proactive in resolving issues
- Excellent time management and organisation skills
- Willingness to learn
- A clean driver's licence
- Personal vehicle