



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 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

Position:

School Receptionist and Office Administrative Assistant

Permanent, full time or part time by negotiation.

40 hours per week. Term time and some school holiday time.

Notes:

- The school office opens 10 days before the student start date in Term 1.
- Additional hours in term break holidays may be required by agreement.
- The position could be two part time positions by negotiation.

Responsible to:

Deputy Principal (Support Staff) and the Enrolment Manager

Direct involvement with:

Administration team, school community, external visitors to the School

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 creating a welcoming first impression to the School

Key Tasks:

- To act as the first point of contact for all parents, contractors, visitors, welcoming and directing appropriately, and ensuring health and safety procedures are followed
- Receiving and dealing with incoming and outgoing items and messages
- Managing all telephone calls and queries, redirecting as appropriate
- Operating automated entry bollards and front entrance door
- Maintaining a safe and tidy Reception area
- Providing administrative support for Enrolment, including maintaining a Contact List, receiving applications, organising tours and testing, assisting with preparation for Pre-enrolment Day.

Key Skills:

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Be committed to a restorative approach in dealing with whānau/families, students and colleagues
- Excellent listener and communicator (both verbally and in writing) who can connect with a diverse school community and visitors
- Excellent interpersonal skills and ability to deal patiently and empathetically with people
- Ability to multitask and work under pressure
- Ability to work effectively while dealing with interruptions
- Basic Word, Excel Skills
- Proactive problem solver
- Proven organisational and time management skills

The successful applicant should have/be:

- A bright confident personality, who is welcoming and customer focussed
- Professional and well presented
- Discreet, respecting privacy and confidentiality
- Self- motivated and enthusiastic
- Flexible, adaptable and a collaborative team member
- Detail oriented

Relevant professional development and training will be provided.