



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:	Technology Technician, Administration and Teacher Aide Permanent, Part time 20 hours, term time only.
Responsible to:	HODs and LAD of Technology Learning Area
Direct involvement with:	Students, staff and support staff in the Technology Learning Area
Primary responsibility:	To contribute to the development of a learning environment which the aims of the Learning at EGGGS Statement may be achieved within the specific context of the Technology Learning Area.

Key Tasks:

- Setting up food trolleys
- Ensuring ingredient stocks are kept replenished and stock rotation is carried out
- Ensuring that the laundry is kept up to date
- Checking cupboards and drawers to ensure the correct equipment is available
- Collating and ordering weekly food orders for delivery
- Carrying out a selection of administrative tasks
- General sorting and tidying in a busy textiles/sewing room
- Cutting fabric
- Threading overlockers (willingness to learn!)

Key Skills:

- Confident communicator
- Have an interest in food and cooking
- Have an understanding of health and safety standards within a Technology environment
- Systematic, organised, reliable
- Experience of school environment preferable
- Able to be proactive in resolving 'day-to-day' issues

The successful applicant should be:

- Able to use computers and software such as email, word, excel
- Willing to help with administrative tasks
- Able to be flexible about the tasks required to complete.
- Willing to learn, take part and keep informed through school communications about events in the wider school
- Able to conduct themselves in a way which reflects an understanding of the school code of constructive relationships and understand the principles of Restorative Practice.
- Be interested in developing their own skills and knowledge in Technology
- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi