



# 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*

<b>Position:</b>	School Receptionist and Administrative Assistant Fixed Term, maternity leave – 5 August 2019 to 3 July 2020 37.5 hours per week, school terms only (with one week before school begins in Term 1, 2020)
<b>Responsible to:</b>	Deputy Principal (Support Staff) and the Enrolment Manager
<b>Direct involvement with:</b>	
<b>Primary responsibility:</b>	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 receiving applications, organising tours and testing, preparing pre-enrolment packs and ballot spreadsheets

### Key Skills:

- 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 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
- 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
- Professional and well presented
- Discreet, respecting privacy and confidentiality
- Self- motivated and enthusiastic
- Flexible, adaptable and a collaborative team member
- Detail orientated