



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 Department Administrator Fixed term, part-time, 2020 35 hours per week (52 weeks including 4 weeks' annual leave)
Responsible to:	Director of International students
Direct involvement with:	International department staff/ Teaching and non-teaching Staff/ Students/residential caregivers/parents/agents
Primary responsibility:	To be professional in all dealings with, staff and students, parents and agents To ensure that all procedures are followed with regard to International Students. To provide the necessary support for the Director of International Students, Dean and Accommodation Coordinators.

Key Tasks:

- Maintain databases for all applications and students who are accepted into the school.
- Update all forms regularly and at least annually.
- Weekly collate agenda items and type up minutes of International team meetings.
- Create and send out invitations to international events.
- Reply to agents' enquiries and send relevant EOI, check references, organise the contracts and certificates of representation.
- Calculate and check invoices of commission and organise payments.
- Maintain the database of agents.
- Maintain databases for all written applications and students who are accepted into the school.
- Support students with visa renewals.
- Monitor passport, visa and insurance expiry of students.
- Assist students with insurance claims.
- Process enrolment information.
- Prepare leaving certificates and attendance letters for leavers.
- Maintain historical spreadsheets of students and agents.
- Select images of international students participating in CC activities.
- Prepare and email pre-arrival and orientation packs.
- Invoice accepted students and receipt fees received. Communicate with accounts department and enter into the database.
- Process refunds and homestay balances.
- Collate lists of international prizewinners.

**Key Skills:**

- Communicate any concerns in regards to the efficient running of the department with the Director of International Students.
- Attend meetings as required in the role.
- Be clear regarding own professional capability and boundaries.
- Work within the framework of the school policies and procedures.

The successful applicant should be someone who has:

- Ability to practice collaboratively as a team member and support the Director of International Students effectively.
- Effective organisational skills.
- Excellent communication skills.
- Sound literacy and numeracy skills.
- Ability to maintain confidentiality.
- Ability to demonstrate flexibility within role.
- Possess strong IT skills (Word processing- Excel- Outlook)