



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

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|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Position: | Administrative support to the International department Fixed term, part-time, 2020 20 hours per week (40 weeks plus 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: | Supporting the international administrator and Director with administrative tasks |

Key Tasks:

- Processing application forms
- Leasing with agents
- Maintaining accurate records and files
- Supporting the International Director in preparing marketing collateral for overseas trips
- Knowledge of legal framework in which to handle personal and confidential information

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:

- Excellent Written and spoken English
- Excellent time management, organisation, skills and computer literacy
- Computer literacy to an advanced level on word processing, data base and spreadsheet use
- A systematic approach to task and attention to detail within set time frames
- Proven ability to plan and meet deadlines