



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

Positions:	Attendance assistant Every Friday. Term time only
Responsible to:	Head of student support
Direct involvement with:	Student support (Deans), students and teachers
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 Attendance
Key Tasks:	Entering data and follow up of absent and late students
Key Skills:	Strong communication and data entry skills with a willingness to contribute to the effective management of students.

The successful applicant should be:

- Able to work collaboratively as a member of a team
- Helpful, pleasant and able to work under pressure
- Able to communicate effectively with colleagues, families and students
- Committed to on-going personal professional development
- Confidential and respectful of privacy
- Organised and reliable
- Able to use initiative and pay attention to detail

