



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:	Attendance Officer Fixed Term, Part Time Wednesday to Friday - 8 hours per day, 7.30am to 4.00pm, term time only with some holiday time required to set up for each term
Responsible to:	Learning Area Director - Student Support
Direct involvement with:	Student Support administration team, Deans, Counsellors and Deputy Principal, caregivers, students, staff
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 the School's Student Support area. To ensure that student attendance records are accurate and information entered in a timely, efficient way.

Key Tasks:

- Daily management of data entry on the school's management system
- Able to provide solutions for day-to-day issues that arise
- A professional, welcoming and respectful manner when interacting with students, parents and visitors
- Understanding and empathy for different cultures
- Proven ability to build strong relationships with colleagues and clients
- Proven demonstration of enacting and role-modelling the required Key Competencies outlined in this job description
- High level of attention to detail
- Ability to work with confidential information

Key Skills:

- The ability to willingly help others, as necessary, to achieve objectives and to work as part of a team.
- Proven computing and data management skills
- Proven interpersonal and communication skills
- The ability to know when to consult others in the Student Support Team.
- The ability to plan, schedule using resources in an optimal fashion and achieving targets on time
- The ability to consider problems in a reasoned and analytical manner and consult when necessary.
- The ability to change and adapt to different environments and people. Is not afraid of change.
- The ability to act with assurance in any situation and the ability to initiate contact with other people as appropriate.
- Work collaboratively toward continuous improvement processes on all tasks and the manner in which workload is approached.

The successful applicant should have/be:

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles to maintain positive relationships with students, parents, teachers, and members engaging with the School community
- Highly organised
- Self-motivated
- Able to work under pressure
- Professional and ethical at all times
- A “can do” attitude

Relevant professional development and training will be provided.