



Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

Epsom Girls Grammar School

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. Ākongā are empowered to be open to change, culturally responsive and reflective.

Values: Courage, compassion, curiosity, community

Position:	Day Relief Co-ordinator
Responsible to:	Permanent, Part-time (20 hours per week) Term Time Only
Direct involvement with:	DP - HR Personnel, Reliefs/Leave
Responsible for:	Principal, SLT, Teaching Staff, Support Staff, School Community
Primary Responsibility:	Day Relief - Teachers and Support Staff To fulfil the strategic objectives of the School's Day Relief processes ensuring an environment that meets the needs of Epsom Girls Grammar School and community users

Employment Detail:	Part Time, 20 hours per week, term time only plus the last Friday of each holiday break for administrative preparation for each new term
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Key Tasks:

- Maintain oversight and efficiency of the Day Relief processes to ensure the smooth daily running of the School for students and staff. This will include working with the PA to the Deputy Principals when needed.
- Maintain a database of Teacher Day Relievers and Administrative Relief Staff
- Manage accurate EdPay data entry and Relief records which manage relievers' pay
- Problem Solving: Resolving routine problems and addressing day-to-day staffing challenges that may arise.

Skill set and personal qualities:

The successful applicant should:

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Be a restorative practitioner who understands the importance of building and maintaining constructive relationships with all staff.
- Have worked in a school environment - (could be an advantage)
- Demonstrate a commitment to a team-based, collaborative style
- Maintain confidentiality
- Use initiative
- Have advanced ICT skills –Microsoft and Google suite, SMS database and DATALOGUE (training given)
- Have excellent time management
- Be enthusiastic about supporting staff and young people within the school environment