



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:

Enrolment Assistant

Responsible to:

Enrolment Manager

Direct involvement with:

Administration team, new enrolments and Deputy Principal

Primary responsibility:

To contribute to the development of a learning environment in which the aims of the Learning at EGS Statement may be achieved within the specific context of the School's enrolment scheme.

Key Tasks:

- Relevant experience in a secondary school
- 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 computing skills
- 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.
- The ability to plan, schedule and control the workload of self and others; skill in using resources in an optimal fashion and achieving targets on time
- The ability to consider problems in a reasoned and analytical manner, often selecting a solution from two or more viable options.
- The ability to push horizons, where improvements can be made, to find more effective mechanisms and tools.
- 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 in business and social situations.
- Work collaboratively toward continuous improvement processes on all tasks and the manner in which workload is approached.
- The ability to listen to and understand others and to transfer thoughts, ideas and concepts effectively orally and in writing.

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.