



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: Compassion, courage, curiosity, community

Position:	International Accommodation Coordinator Permanent, part time 20 hours per week, 52 weeks per year.
Responsible to:	Director of International students
Direct involvement with:	International department staff/ Teaching and non-teaching Staff/ Students/residential caregivers/parents/agents.
Primary responsibility:	Coordinating homestay placements for International students

Key Tasks:

- Recruiting suitable homestay families for international students
- Visiting families/homes prior and during the student's stay - this could be during evenings and some weekends
- Conducting quarterly interviews with International students
- Maintaining accurate reports of the interviews
- Being the emergency contact on rostered weeks/term
- A degree of flexibility
- Attention to detail
- Being the emergency contact for homestay families and students not living with natural parents

Key Skills:

- Excellent communicator dealing with diverse cultures and needs of students and families
- Excellent written and spoken English
- High level of computer literacy and software such as email, word, excel



The successful applicant should be someone who has/is:

- Understanding and empathy for different cultures
- Experience working with and empathy for teenagers
- Ability to work in a team
- Ability to be proactive in resolving issues
- Excellent time management and organisation skills
- Ability to be flexible and adaptable to a range of situations, some after hour and weekend work might be required
- Trustworthy and can maintain a high level of confidentiality
- A positive 'can-do' attitude, no task is too big or too small
- Good knowledge of our local area
- Willingness to learn
- A clean driver's licence
- Own a personal vehicle
- Experience in the international education school sector would also be an advantage but is not a condition of appointment.