



# 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 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*

<b>Position:</b>	Sports Administrator Fixed term, part-time position, <b>15 hours per week</b> , term time only Commencing as soon as possible, by negotiation
<b>Responsible to:</b>	Director of Sport and Deputy Principal
<b>Direct involvement with:</b>	Director of Sport, Sports Coordinator, PE Staff, TIC sport, coaches, students involved in sport, support staff including the property manager
<b>Primary responsibility:</b>	To contribute to the development of a co-curricular learning environment in which the aims of the Learning at EGGS Statement may be achieved within the specific context of Sport

**Key Tasks:** Assisting with administrative tasks generated by the large numbers of teams entered in a large number of codes in interschool sport, including EOTC and RAM forms for sporting activities. Working with members of the Sport team to help ensure the smooth running of the Sports programme at EGGS.

**Key Skills:** A passion for sport with strong teamwork and communication skills and a willingness to contribute effectively to the Sports team in order to provide students with excellent sports experiences

### The successful applicant should 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, coaches, and managers
- Passionate about sport
- Competent in Microsoft Office and Google Drive
- Experienced in setting and following budgets
- Organised and possess good time management skills
- Experienced in co-ordinating big events (Athletics Day, Sports Dinner, etc)
- Able to work as part of a team and communicate effectively with a variety of audiences
- Self-starting and take initiative
- Able to maintain positive relationships with students, parents, teachers, coaches, and managers