



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

Position:	Sports Co-ordinators - THREE positions Fixed term, part-time position, 15 hours per week Commencing as soon as possible, by negotiation
Responsible to:	Director of Sport and Deputy Principal
Direct involvement with:	Director of Sport, Sports Coordinator, PE Staff, coaches, students involved in sport, support staff including the property manager
Primary responsibility:	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 Basketball; Hockey; Underwater Hockey teams (as per arrangement) entered interschool sport, including EOTC and RAM forms for sporting activities. Working with teachers in charge of codes to help ensure the smooth running of sport within the school. Co-ordination and oversight of particular sporting codes by arrangement, as well as general support 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
- Willing to be involved in co-ordinating the Sports Dinner in October
- 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