



# 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. Ākonga are empowered to be open to change, culturally responsive and reflective.*

*Values: Courage, compassion, curiosity, community*

<b>Position:</b>	<b>Personal Assistant to the Deputy Principals Permanent, Full Time</b>
<b>Responsible to:</b>	All DPs
<b>Direct involvement with:</b>	Principal, SLT, Teaching Staff, Support Staff, external agencies, School Community
<b>Primary responsibility:</b>	To provide comprehensive administrative support to the Deputy Principal team, allowing them to focus on their core duties and responsibilities.

### Key Tasks:

- Calendar Management: Scheduling appointments, meetings, and events on behalf of the DPs, and ensuring their calendars are well-organized.
- Email and Correspondence: Managing email correspondence, drafting responses, and prioritizing messages.
- Meeting Coordination: Arranging and preparing materials for meetings, and following up on action items.
- Data Management: Organizing and maintaining digital and physical files, documents, and records for school events.
- Communication: Acting as a liaison between DPs and other staff
- Research: Conducting research on various topics, gathering information, and providing summaries or reports.
- Expense Management: Managing budgets, tracking receipts, and ensuring financial records are accurate
- Confidentiality: Maintaining strict confidentiality regarding sensitive information.
- Administrative Support: Performing general administrative tasks.
- Problem Solving: Resolving routine problems and addressing day-to-day challenges that may arise. This will include working with the Daily Relief Coordinator when needed.

**Skill set and personal qualities:****The successful applicant should:**

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand the importance of building and maintaining constructive relationships with colleagues, students and community.
- Demonstrate a commitment to a team-based, collaborative style
- Maintain confidentiality and have discretion
- Have initiative and be compassionate
- Have advanced ICT skills – Microsoft and Google suite, SMS database (training provided)
- Have experience of managing calendars for a busy team
- Have excellent time management in order to manage multiple priorities and commitments
- Be enthusiastic about supporting staff and young people within the school environment