

JOB DESCRIPTION –	
Position title:	Learning Support [LNS] Assistant – School Office
Learning Support area:	School Office
Grade:	Grade C
Reports to:	LNS Leader – School Office
Working relationships:	LNS Leader – School Office LNS Leader – International Students LNS Specialists – Health Centre Leader – Guidance and Learning Support Human Resources Leader Senior Leadership Team School community and sector stakeholders

PURPOSE OF THE POSITION
To assist the LNS Leader so that assigned responsibilities, tasks and duties are accomplished successfully and efficiently in a timely way

KEY RESPONSIBILITIES		APPRAISAL INDICATORS
1	As a member of the staff of Alfriston College you will be familiar and comply with the School's Charter and policies	<ul style="list-style-type: none"> A personal portfolio of evidence indicating familiarity with and compliance to the School's Charter and policies is current and regularly maintained
2	Promotion of the AC Way	<ul style="list-style-type: none"> A shared understanding of and consistent engagement in the AC Way is evident in your practice and disposition
3	Provision of specific learning support services	<ul style="list-style-type: none"> Assigned learning support tasks are timely and are accurately, efficiently and collaboratively completed
4	Creation and maintenance of and compliance with the respective learning support area Manual of Operations and Guidelines	<ul style="list-style-type: none"> Contribution to and compliance with agreed systems, procedures and guidelines is evident in everyday practice and disposition

TASKS and DUTIES	
Promotion of the AC Way	<ul style="list-style-type: none"> Engage with AC events as appropriate to the learning support area Attend and participate in relevant AC professional learning and development When required participate in the sharing of tasks and responsibilities within the Learning Support Area and/or across support staff areas within the school

Specific LNS tasks / duties	<ul style="list-style-type: none"> As per the signed attachment
General	<ul style="list-style-type: none"> Any other duties as reasonably required by the employer as mutually agreed

GENERAL RESPONSIBILITIES
<ul style="list-style-type: none"> On-going up-skilling of support staff On-going professional learning and development Health, safety and well-being of the learning support area

DECLARATION	
Signed by employee:	
Signed by employer:	
Date:	
Last Reviewed:	May 2018

Specific LNS tasks / duties – LNS Assistant – School Office	
Reception duties	<ul style="list-style-type: none"> Provide first point of contact for all visitors and new enrolments Provide reception services and answer all incoming telephone calls Make all outgoing toll calls for staff with restricted phones Ensure the working environment is well organised, systematic, maintained and that all papers are appropriately stored Oversee the delivery of inwards and outward mail including the distribution of inwards/outwards couriers/parcels Clean and tidy reception kitchenette area and A01 meeting room Management of visitors sign in/sign out process and lanyard Calendar meeting requests for senior leadership team Monitor and distribute keys for contractors, facility hire and school lift Manage and maintain school vehicle keys and register Monitor flashing school sign lights [tweaker]
Administration support	<ul style="list-style-type: none"> As required by the LNS Leader – School Office or Senior Leadership Team Provide administration support to the Health Centre as required

	<ul style="list-style-type: none"> • Provide administration support to the Guidance and Learning Support Team • Provide administration support to the LNS Leader – International Students as required • Provide administrative and secretarial support to teaching staff including: <ul style="list-style-type: none"> • Photocopying as required • Distribution of mail, faxes and inwards goods • Printing labels • Laminating and enveloping • Collating and franking envelopes • Filing as required • Assist with the enrolment process including: <ul style="list-style-type: none"> • Compile and maintain enrolment processes and registers • Liaise with parents, if required • Create physical files for new students using Codafile • Enter all student details of new enrolments • Update changes to student details on student management system as required • Provide a confidential, fast and accurate word processing service • Produce documents as required to enable the provision of efficient office systems and processes • Provide Kamar/Linc Ed support as required • Collate information for relief teachers and distribute • Have an understanding and be familiar with the role of LNS Assistant – Student Services. Provide cover when required • Have an understanding and be familiar with the role of LNS Assistant – Attendance. Provide cover when required
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Signed by employee:	
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