| **JOB DESCRIPTION** | |
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| Position title: | Learning Support [LNS] Specialist – Print Room Operator |
| Learning Support area: | Community Relations and Hauora |
| Grade: | Grade B-C |
| Reports to: | SL Community Relations and Hauora |
| Working relationships | LNS Leaders  LDS Leader – Finance  NZ Curriculum Area Leaders  Whanau Leaders  Senior Leadership Team  School community and sector stakeholders |

| **PURPOSE OF THE POSITION** |
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| To provide specialist support to the LNS Leader so that assigned responsibilities, tasks and duties are accomplished successfully and efficiently in a timely way.  To provide key print services to teaching and support staff across the College. |

| **KEY RESPONSIBILITIES** | | **APPRAISAL INDICATORS** |
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| 1 | As a member of the staff of Alfriston College you will be familiar and comply with the School’s Charter and policies | * 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 | * 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 | * 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 | * 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 | * Engage with AC events as appropriate to the Learning Support Area * Attend and participate in relevant AC PLD |
| Specific LNS tasks / duties | * As per the signed attachment |
| General | * Any other duties as reasonably required by the employer |

| **GENERAL RESPONSIBILITIES** |
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| * On-going up-skilling of support staff * On-going professional learning and development * Health, safety and well-being of the support staff area |

| **DECLARATION** | |
| --- | --- |
| Signed by employee: |  |
| Signed by employer: |  |
| Date: |  |
| Last Reviewed: | June 2020 |

| **Specific LNS tasks / duties,**  **LNS Specialist –** Hauora/ Print **Room Operator** | |
| --- | --- |
| Provide in-house printing to both teaching and support areas as needed | Services like:   * Bulk copying, booklet making (exam style), colour printing as appropriate * Invites for important school events, programmes for school productions, printing on coloured, card/paper as required * Guillotine service, spiral binding and laminating service, folding as required * Bulk run of letters to parents * NCEA visual art assessment reproduction * School signage and promotional media |
| Point of contact for external contractor | Collaboration to ensure:   * Paper supplies for print room and S.C.R printers * Working and spare stock of toner and similar supplies for the College fleet * Adequate assistance around the College in ‘minor’ glitches with copiers * Management of print supplier repairs / maintenance programmes * Adequate paper supplies and similar resources |
| Print room advice | Communications to:   * Offer advice to staff and learners on best method of production for their requirements as appropriate * School leadership on state of contracted services, reporting and accountability |
| **DECLARATION** | |
| Signed by employee: |  |
| Signed by employer: |  |
| Date: |  |
| Last Reviewed: | June 2020 |