| **JOB DESCRIPTION**  |
| --- |
| 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 LeadersLDS Leader – FinanceNZ Curriculum Area LeadersWhanau LeadersSenior Leadership TeamSchool community and sector stakeholders |

| **PURPOSE OF THE POSITION**  |
| --- |
| 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** |
| --- | --- |
| 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** |
| --- |
| * 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 |