



West Melton Liaison Office Assistants (x10 Yr 6- 8)

This is a combined role.

The **Liaison Office Assistant** has a designated day every week where they are required to meet and greet (liaise) a variety of special visitors and new families arriving at the office. On this same day they will be responsible for manning the phone in the school office from 11 – 11.20 am, manage distressed students and complete any tasks set by either Mrs Spence or Mrs Hyde.

These students are often the first people that our visitors and new families meet. They will need to be able to give conversations the personal touch and make visitors feel important and listened to.

Who can be a Liaison Office Assistant?

- The Liaison Office Assistant will consist of 10x year 6, or 8 students who meet the below criteria and are successful in their application.
- There will always be two assistants working in the office at one time during morning tea break 11 to 11.20 am.
- If your partner is away you will need to phone the appropriate room and ask one of the other assistants to do an extra turn.
- Student's applications must be accompanied by a parent signature AND a teacher signature supporting their application.

Key Attributes of a Liaison Office Assistant:

- Be able to meet and greet various visitors and new families to the school and give any conversation the personal touch.
- Be a role model of the school values.
- Be well organized and reliable.
- Be enthusiastic and friendly.
- Have a pleasant phone manner.
- Be quietly confident when managing a distressed child.
- Participate in training and attend meetings when requested.
- Know how and when to seek help.

How to apply to be a Liaison Office Assistant:

- You will need to apply for the position either in writing or digitally.
In your application you will need to include:
 - ⇒ Name, age, year level,
 - ⇒ any experience you may have that will show us how good you will be at the job,
 - ⇒ what great qualities you can bring to the job,
 - ⇒ why you think we should choose you,
 - ⇒ **a note from your parents saying that they support your application as a Liaison Office Assistant which may interfere with your classroom programme.**
 - ⇒ **a teacher signature endorsing your application.**
- You may need to attend an interview.