

Job Description

Job Title:	COVID-19 Test Centre Administration Assistant
Department:	Variable Hours Covid Response
Grade:	£9.50 per hour (£10.73 per hour including holiday pay)
Reports to:	COVID-19 Test Centre Manager
Staff Group:	Support
Job Purpose:	Provides support to the provision of COVID-19 tests to College staff and students through undertaken a range of roles

Main Tasks and Responsibilities

1	Supervises and organises individuals who visit the test subject to ensure queues and the flow of people around the test centre is communicated effectively to all, well organised and safe
2	Performs registration duties for test subjects, using IT to support the registration of individuals with the NHS and College systems and completing all associated administration tasks.
3	Records the completed Lateral Flow Test results on NHS and College systems via IT systems
4	Consistently adheres to all operating procedures to ensure the testing centre operates to the highest standards of health and safety and the testing procedures are rigours and reliable
5	Works flexibly and cooperatively with the wider Test Centre team to ensure the effective and efficient operation of the test centre

General Responsibilities

1	To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures: <ul style="list-style-type: none">• Equal Opportunities• Health, Safety & Welfare• Child Protection• Data Protection• Risk Management
2	To undertake any other similar duties of this level as required by Test Centre Manager the Deputy Principal/Principal

Person Specification

Job Title	COVID-19 Test Centre Assistant	Location	Ipswich Road/Norfolk House/Paston/Easton
Department	Variable Hours Covid Response	Grade	APTC Scale 2 Fixed Point 13
Reports to	COVID-19 Test Centre Manager	Post Reference	RCCN

Criteria	How Assessed? Application (A) Interview (I) Task (T)
Qualifications / Education / Training	
1. Good general education including Level 2 qualifications in Maths and English.	A
Experience	
1. Experience of using IT packages, particularly Word, Excel and web based "portals"	A
2. Experience of working in a customer-oriented team.	A
Skills, Knowledge and Level of Competency	
1. Focused on the provision of excellent services to all customers.	I
2. A smart worker with the ability to use systems and technology to effectively and efficiently undertake the role.	I
3. Solutions provider, focused on outcomes and able to work on own initiative.	I
4. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a College/School environment.	I
5. IT skills, preferably Windows based, including Text processing and emails and web based "portals"	IT
6. Able to prioritise own workload.	I
7. Ability to accurately input data held within various systems.	I
8. Able to accurately maintain IT and paper-based systems.	I
Personal Qualities	
1. A team worker with an adaptable and flexible approach to work.	I
2. Creative, imaginative and entrepreneurial thinker.	I
3. Persistent and resilient approach to work.	I
4. Enjoys working collaboratively and seeking collaborative opportunities.	I
5. Committed to student success and supporting students to fulfil their potential.	I
6. Continuously improving and commitment to own personal and professional development.	I

7. Friendly, welcoming manner and a clear telephone voice.	
8. Exemplary personal presentation.	
9. Ability to remain calm.	
10. Ability to work with a variety of people, with particular awareness of equal opportunities and diversity issues relating to customers.	