

## Job Description

<b>Job Title:</b>	<b>COVID-19 Test Centre Testing Assistant</b>
<b>Department:</b>	Variable Hours Covid Response
<b>Grade:</b>	£9.50 per hour (£10.73 per hour including holiday pay)
<b>Reports to:</b>	<b>COVID-19 Test Centre Manager</b>
<b>Staff Group:</b>	Support
<b>Job Purpose:</b>	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 test subjects whilst they self-administer tests, ensuring that the testing protocol is adhered to and that appropriate health and safety related actions are completed consistently.
2	Processes the test sample and completes the testing protocol to ensure the Lateral Flow Test is undertaken to the prescribed standards.
3	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
4	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"><li>• Equal Opportunities</li><li>• Health, Safety &amp; Welfare</li><li>• Child Protection</li><li>• Data Protection</li><li>• Risk Management</li></ul>
2	To undertake any other similar duties of this level as required by the Test Centre Manager, Deputy Principal/Principal

## Person Specification

Job Title	<b>COVID-19 Test Centre Assistant</b>	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)
<b>Qualifications / Education / Training</b>	
1. Good general education including Level 2 qualifications in Maths and English.	A
<b>Experience</b>	
1. Experience of working with the public	A
2. Experience of working in a customer-oriented team.	A
<b>Skills, Knowledge and Level of Competency</b>	
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. Able to accurately maintain IT and paper-based systems.	I
<b>Personal Qualities</b>	
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.	I

8. Exemplary personal presentation.	I
9. Ability to remain calm.	I
10. Ability to work with a variety of people, with particular awareness of equal opportunities and diversity issues relating to customers.	I