

# Woodbridge High School

## Covid 19 Testing Leader & Quality Lead

LBR 5 (Hourly rate £13.39)



### JOB DESCRIPTION

#### Reporting to:

School Covid 19 Coordinator

#### Job Purpose:

Responsible for the overall on-site operations at the school test site, including day to day workforce management.

#### Key Responsibilities:

- To run the day to day operations including on-site workforce management
- To manage test site health and safety
- To receive and manage stock
- To set up other team members on the NHS Test and Trace digital service
- To be the point of escalation for any issues on site, and to further escalate to local public health officials as appropriate
- To ensure adherence to defined testing processes throughout operations
- To ensure use of correct tests on test site
- To be responsible for the safety and security of the site
- To deal with any data privacy concerns by directing subjects to the Data Privacy notice which explains how data will be used
- To implement appropriate quality assurance as defined by the programme
- To implement the incident and risk reporting system that is used within the mass testing programme
- To undertake testing staff competency and performance reviews
- To retain a weekly summary of your records and any lessons learned to report to DfE/DHSC

#### Generic

1. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
2. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
3. To perform other such duties of a similar nature as from time to time may be required.

## **PERSON SPECIFICATION**

Essential (E) or Desirable (D) below

### **Education/Qualifications**

- Good standard of literacy and numeracy **(E)**
- Willingness to undertake appropriate professional development training **(E)**
- Educated to A Level standard, with demonstrable success **(E)**

### **Skills, Knowledge & Abilities**

- High level of organisational skills **(E)**
- Good communication and management skills **(E)**
- Possessing competent ICT skills **(E)**
- An attention to detail **(E)**
- High level of personal drive and energy **(E)**
- Ability to work under pressure **(E)**

### **Experience**

- Experience in leading a team in a fast-changing environment **(E)**
- Experience in quality management systems **(D)**
- Experience in a clinical, medical or lab setting **(D)**
- Experience in virology, infection diseases, clinical audits **(D)**