Woodbridge High School

Covid 19 Test Assistant/Processor

LBR 1c (Hourly rate £11.41)

JOB DESCRIPTION

Reporting to:

Covid 19 Testing Team Leader & Quality Lead

Job Purpose:

Provide guidance to subjects on swabbing as requested and ensure cleaning of booths or sample collection stations. Prepare test samples for analysis and interpret results.

Key Responsibilities:

- To direct subjects to available testing stations
- To direct subjects to the exit when they are finished.
- To be on hand to provide subjects with additional verbal instructions in required.
- To provide regular cleaning to testing stations throughout the day (subjects are also asked to self-clean between each test)
- To set up samples for analysis, and pipette reagent to sample
- To time the sample analysis
- To await and read results displayed
- To mark results on given device
- To provide to Results Recorder to upload to digital platform

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)**

Skills, Knowledge & Abilities

- High level of organisational skills **(E)**
- Good communication 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 of working in a team in a fast-changing environment **(D)**
- Experience in a clinical, medical or lab setting **(D)**
- Experience in virology, infection diseases, clinical audits **(D)**