WESTCOUNTRY SCHOOLS TRUST
JOB DESCRIPTION

Job Title:	Test Results Recorder
Location:	Across the Trust
Grade:	C (£9.81 to £10.21 per hour/£18,933 to £19,698 per annum)
Hours:	To be confirmed on appointment
Reports to:	Testing Team Leader
Responsible for:	n/a

Job Purpose*
To work as part of the Trust testing team collating results from Test Processors and uploading to the digital solution.

Duties and Responsibilities
1. Read test result outcome (marked by Test Processor). Following established procedures and troubleshooting routine queries.
2. Enter result into the results logging web app (if using a locally provided device) or native iOS results logging app (if using a DHSC provided managed device). This includes scanning of QR code (result is automatically sent to Test & Trace). This requires a high level of attention to detail and accurate data entry of a vast quantity of information. While operating with an awareness of data protection / GDPR given the access to personal and sensitive information regarding the school community.
3. Escalating any concerns to the Testing Team Lead.
4. Contributing to continuous improvement of the testing service by sharing best practice and feedback.
5. Providing updates and feedback on activities to the Testing Team Lead.
6. To act in accordance with trust policies for data governance, as appropriate for the role.
7. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

WeST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.
All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

*You may be deployed to undertake the duties of other similar level roles within the Testing Teams across WeST as operationally required to meet Trust priorities and demand for testing. In particular you may be asked to act as the Test Assistant, Test Processor, Test Registration Assistant, or Test Result Recorder. Direction, guidance and relevant training will be provided for all roles. This is part of a team working commitment to ensure the ongoing provision of the Trust testing service in response to changing circumstances and need.

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications: none required			
Experience:			
Working as part of a team in a service delivery role	E	X	X
Working in an administrative / data entry environment.	D	X	X
Knowledge, Skills and Abilities:			
Ability to use a range of software programmes (with instruction / induction), ability to provide high speed and accurate typing.	E	X	X
Able to use initiative within defined guidelines	E	X	X
Able to work as part of a team	E	X	X
Excellent communicator	E		X
Compassionate	E		X
Listening skills	E		X
Organisational skills	E	X	X
Understanding the principles and practice of GDPR and confidentiality	E	X	X
Further Requirements:			
Ability to move between WeST sites as required to meet testing demand	E	X	X
Consent to a daily lateral flow test	E	X	X
Committed to providing a high-quality service within strict guidelines	E	X	X
Be comfortable & committed to working in a COVID testing site	E	X	X
Acting in a way that supports equality and values diversity	E		X
Flexible in response to the demands of the service	E		X
Full DBS check and awareness of safeguarding considerations (KCSIE).	E		X

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery.