



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

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

### **Job Purpose\***

To work as part of the Trust testing team; ensuring orderly entry of subjects onto the testing site, ensuring that subjects are eligible and have registered, and distributing test kits on arrival.

### **Duties and Responsibilities**

1. Greet subject at arrival, ask them to sanitise hands and ensure the subject is eligible for asymptomatic testing. Following established procedures and troubleshooting queries.
2. Aid the subject in registering for the test if they are unable to.
3. Provide assistance to those who might not have the relevant digital information such as phone number and email address. Ensuring accurate records and data entry of vast quantities of information.
4. Guide people who are coming, and for a valid reason, need to test anonymously.
5. Direct subjects into testing area, ensuring testing area does not exceed maximum capacity.
6. Communicate to test subjects the purpose of participating in testing and the testing journey.
7. Escalating any concerns to the Testing Team Lead.
8. Contributing to continuous improvement of the testing service by sharing best practice and feedback.
9. Providing updates and feedback on activities to the Testing Team Lead.
10. To act in accordance with trust policies for data governance, as appropriate for the role.
11. 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.

## PERSON SPECIFICATION

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>Qualifications:</b> none required			
<b>Experience:</b>			
Working as part of a team in a service delivery role	E	X	X
Working in clinical/medical health or another comparable field/role	D	X	X
<b>Knowledge, Skills and Abilities:</b>			
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
<b>Further Requirements:</b>			
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