



## Job Description

<b>Post:</b>	Covid-19 Testing Operative
<b>Reports To:</b>	Covid-19 Testing Team Leader
<b>Base</b>	One of EKC Group's 6 Further Education College sites at Ashford, Broadstairs, Canterbury, Dover, Folkestone or Sheppey.
<b>Summary of Post:</b>	To provide a range of operational and administrative tasks to facilitate ongoing Covid-19 mass testing of staff and students.
<b>Contract type</b>	Casual/supply – hours as required by the business
<b>Pay rate</b>	£9.30 per hour

### **Duties and Responsibilities:**

Dependent on business needs, Operatives may fulfil all or some of the following tasks. Flexibility and adaptability to respond to changing needs will be required in order to ensure that the testing process is as efficient as possible.

1. Assist with the setup of the test sites on a daily basis (Mon-Fri).
2. Assist Team Leader with testing schedules.
3. Administer testing consent forms.
4. Assist with orderly processing of tests and remind attendees about health and hygiene measures (social distancing, hand hygiene etc.)



5. Register staff and students for Covid-19 lateral flow tests (LFTs).
6. Provide staff and students with advice and guidance on the self-administration of the LFTs. Collect completed swabs and process in accordance with procedures.
7. Prepare test samples for analysis, conduct processing of LFTs and interpret results.
8. Collect and record LFTs. Track and administer all associated documentation.
9. Input test results to digital solution.
10. Clean test bays as required and collect and dispose of clinical waste in accordance with procedures.

### **General Duties and Responsibilities:**

1. To comply with all working procedures in respect of health and safety, data protection and safeguarding;
2. To demonstrate positive personal and professional behaviour and to handle all personal data in a confidential and secure manner;
3. To undertake initial training and induction and any additional training needed to fulfil the role;
4. To undertake any other duties commensurate with grade as may be reasonably requested.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the

duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

	<b>EMPLOYEE SPECIFICATION</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting Weighting</b>
<b>Skills</b>				
1.	Highly competent administrative skills and the ability to multitask.	✓	✓	6
2.	Excellent organisational skills and the ability to prioritise a workload with competing demands	✓	✓	6
3.	Excellent interpersonal and communication skills and the ability to put people at ease.		✓	6
4.	Ability to work methodically, systematically and with attention to detail. Ability to maintain a high degree of accuracy.	✓	✓	6
5.	Sound knowledge of health and safety and the ability to work effectively in a Covid secure environment.	✓	✓	4
6.	Ability to work with tact and confidentiality and to maintain personal data in a secure and confidential manner	✓	✓	6
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	Experience of effectively working in a team and carrying out a diverse range of tasks.	✓	✓	6

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**



Please note that as we are conducting a rapid recruitment process, we may not receive your DBS before you commence work with us. We will therefore appoint a supervisor to ensure that our obligations towards safeguarding our students are met.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.