



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Lateral Flow Registration Assistant
Rate per hour:	£9.86
Working hours:	7.30am-4pm (hours and days flexible to suit the candidate)
Reports to:	Lateral Flow Team and Quality Lead
Responsible for:	Welcoming and registering people to be tested. Distributing test kits.

PERSON SPECIFICATION

Essential:

- Good spoken communication skills.
- Good ICT skills including the ability to accurately input and check data.
- Good numerical skills.
- The patience to answer questions and help people.
- The confidence to direct them and be firm, if necessary.
- Trustworthy and reliable.

Desirable:

- Experience of working in an education, or other setting, with young people.

JOB DESCRIPTION

Main Responsibilities

- To welcome each individual on entry to the building.
- To take the temperature of each individual on entry to the building.
- To notify the School Reception of any individual whose temperature could be a Covid-19 symptom and send the individual to the School's First Aid Room.
- To verify the identity of each individual on arrival.
- To check that each individual has valid consent from the Master Consent Record (MCR).
- To provide guidance and reassurance to individuals where required.
- To support the Results Recorder as required.
- To promote positive self-esteem amongst students.
- To encourage positive attitudes and good behaviour amongst students.
- To develop social and emotional skills amongst students.

Other Responsibilities

- To promote the School's vision, values and aims.
- To maintain confidentiality at all times.
- To be aware of and comply with the codes of conduct, regulations, policies, procedures.
- To work as part of a team.
- To be generally responsible for safeguarding and promoting the welfare of students.
- To be responsible for own and team health and safety including well-being.
- To do Continued Professional Learning as required.



Sir William Ramsay School

EMPOWERING EVERYONE TO ACHIEVE



This job description is current at the date indicated below but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

As a condition of employment, all staff will be required to:

- To undergo a weekly Covid Lateral Flow test.
- Successfully complete an online training course, prior to commencing work.

Signed:

Date: