Saint Joseph’s Catholic School

Job Description for COVID test supervisor

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| **Post** | COVID test supervisor |
| **School** | St Joseph’s Catholic School |
| **Pay Range** | Grade G from £11.73 per hour |
| **Responsible to** | Deputy Head Teacher |
| **Contract Type** | This is casual hours post on a temporary basis with a start date as soon as possible. This contract is open ended in accordance with the Government Covid 19 testing requirements |
| **Hours** | Must be available between 0830 – 1600 Mon-Fri term time only |

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| **Areas of Responsibility and key tasks**  Work flexibly as part of a team to support the delivery of the school’s programme of rapid, asymptomatic  testing of staff and pupils. Provision of guidance and supervision at each stage of the process to ensure that tests  are conducted safely, results are recorded on time and the testing area is maintained. You will ensure quality  assurance and risk and incident mitigation. | | |
| **Main Responsibilities** |

* Lead a team on site to deliver a programme of rapid, asymptomatic testing of staff and pupils.
* Responsible for the overall on-site operations at the test site, including day-to-day workforce management and scheduling of testing.
* Ensure team are trained and understand their roles and responsibilities and assign and oversee activities.
* Protect the welfare of colleagues, staff and students, ensuring safety measures are in place and complied with.
* Drives morale on site by creating an enjoyable working environment.
* Builds and maintains great relationships with St Joseph’s School staff to contribute to the maintenance, efficiency and collaborative working on site
* Produces up to date accurate daily schedules for testing
* Support the coordination of effective communication with staff, students and parents.
* Support with ensuring relevant consents have been obtained and recorded.
* Ensure quality assurance, management of any incidents and risk mitigation across the testing service.
* Ensures appropriate stocks of PPE and testing kits etc. are maintained at required levels.
* Signs off and schedules testing activities; ensuring communications and consents are actioned and ensure that the Deputy Head is promptly informed of any positive cases or incidents.

**Full training will be provided and Personal Protective Equipment will be supplied in line with NHS standards**

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| **Person Specification – COVID test supervisor**  Experienced leader who: |  |

* Is passionate about great care
* Has the ability to motivate and mentor others
* Develops and maintains great relationships
* Demonstrates inspiring communication and engagement
* Has High level of organisational skills
* Has the experience and ability to follow guidance meticulously and ensure a high level of compliance
* works well with adults and pupils, ensuring the testing environment remains calm at all times.

All St Joseph’s staff should be sympathetic to the Catholic ethos of the school and be committed to the safeguarding of children and young people.