



CHIPPING NORTON  
SCHOOL

## Advert

**Chipping Norton School is looking for the right person to take on the role of:**

**Asymptomatic Test Site Volunteer**

**Temporary**

**Part time – 32/38 hours per week between 2-7 September 2021**

**Salary - £10.21 per hour**

The school is looking for reliable, diligent and self-motivated individuals to work at our dedicated school testing site from 2-7 September 2021. Successful candidates will be provided with clear guidance and training before the sessions begin and will be part of a supportive and competent team.

If you are interested, please complete a Chipping Norton application form, available on the school website or from Morag Robinson at [office@chippingnortonschool.org](mailto:office@chippingnortonschool.org) and include a letter outlining your reasons for applying and your suitability for the role.

The closing date for receipt of applications is 9 August 2021.

Chipping Norton School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.

### **SAFER RECRUITMENT STATEMENT**

**NOTE 1:** Some cautions, reprimands, warnings and convictions are protected under the DBS filtering process and you do not have to disclose them. The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to an employer and, if they are disclosed, an employer cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found here: <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

**NOTE 2:** if you are under 18 it is no longer a legal requirement for you to disclose any cautions you hold



## CHIPPING NORTON SCHOOL

### JOB DESCRIPTION ASYMPTOMATIC TEST SITE VOLUNTEER

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<b>Job Title:</b>	Asymptomatic Test Site Volunteer
<b>Reporting To:</b>	Headteacher
<b>Salary</b>	£10.21 per hour
<b>Hours</b>	Various
<b>Contract type</b>	Temporary

#### **JOB PURPOSE:**

We are seeing reliable and self-motivated individuals to join our dedicated school testing teams at Chipping Norton School.

You will have a commitment to work and to follow the strict guidelines and procedures required in the Clinical Standard Operating Procedures which are attached.

You will be required to support the safe delivery of testing for pupils in on site testing units.

You will offer clear guidance in a timely and supportive manner and effectively ensure processes are followed accurately.

#### **KEY RESPONSIBILITIES – MAY INCLUDE ONE OR MORE OF THE FOLLOWING:**

- Ensure crowd control and social distancing is maintained in subject queuing areas
- Monitor for subjects in the queue who are showing symptoms of Covid-19
- Support general site set up, including appropriate signage to manage subject flow
- Assist with the running of the test centre and provide administrative support if necessary
- Greet subjects at arrival, ask them to sanitise hands and ensure the subject is eligible for asymptomatic testing
- Communicate to test subjects the purpose of participating in testing at the site and the testing journey
- Check and confirm relevant consent for testing
- Provide instructions to subjects to register their test (as per the school's registration plan) to effectively assess each individual and provide additional support and reassurance where required
- Give subjects their barcodes

- 'Drip feed' subjects into testing area, ensuring testing area does not exceed maximum capacity and direct them to exit when finished
- Ensure Covid-19 restrictions are adhered to and maintained to a high standard
- Provide regular cleaning to testing stations throughout the day, equipment is cleaned and sterilised in line with guidance
- Ensure accurate recoding of test results
- Adhere to strict time schedules and ensure all tests are completed in line with collection and drop off times
- Ensure health waste is disposed of in line with guidance
- Monitor stock management and assist in the ordering of supplies and ensure supplies are stored according to guidelines
- Complete any additional training required
- Undertaken any other duties as required by the school leadership team

**NOTES:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

In addition, the post holder will be required to:

- Adhere to the School's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Work in accordance with the Data Protection Act.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The performance of all the duties and responsibilities shown above will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed bi-annually and any changes will be subject to consultation

Please note that no terminology in this Job Description is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.

**SAFER RECRUITMENT STATEMENT:**

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the right to work in the UK. Chipping Norton School is an equal opportunities employer.

***Last Updated: July 2021***

<b>NAME PRINTED:</b>	
<b>SIGNED:</b>	
<b>DATED:</b>	



## CHIPPING NORTON SCHOOL

### PERSON SPECIFICATION COVID-19 TESTING OPERATIVE

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the “E/D” column.

**CODE:**

- E/D Essential or Desirable
- A Application form
- I Interview/presentation
- R References

A	TRAINING , KNOWLEDGE AND UNDERSTANDING	E or D	A	I	R
1.	Enhanced DBS	E	*		
2.	Experience of working with young people and members of the public	E	*		
3.	Commitment to equality of opportunity and the safeguarding and welfare of all students	D	*		
4.	Ability to follow directions and work to schedules	E			
5.	Excellent planning skills, and exceptional attention to details with the ability to be flexible to changing requirements	E	*		
6.	Exceptional verbal and written communication skills	E	*		
7.	Ability to communicate using appropriate language and to engage in a sensitive and understand manner	E	*		
8.	Excellent organisational, communication and interpersonal skills.	E	*		
9.	Ability to act with integrity and comply to strict safety guidance	E	*		

10.	Ability to solve problems and to show initiative in a range of situations.	E	*		
11.	Follow school safeguarding procedures and confidentiality policy.	E	*		
12.	Follow the school's standard operational procedures	E	*		
<b>B</b>	<b>PERSONAL SKILLS &amp; ATTRIBUTES</b>		<b>A</b>	<b>I</b>	<b>R</b>
1.	Ability to form effective working relationships	D		*	
2.	Ability to promote a positive work environment	D		*	
3.	Ability to be a team player	D		*	
4.	Ability to learning quickly, accepting constructive feedback and putting it into practice	D		*	
5.	Ability to work independently, with initiative	E		*	
6.	Ability to adhere to high performance standards	E		*	
7.	Experience of working as part of a team, supporting others and working collectively to meet objectives	E		*	