



Job Description

Covid-19 Rapid Testing Officer

Job Title	Covid-19 Rapid Testing Officer	Grade	LLW
Hours and Pay	Zero hour contract. Pay Scale based on LLW. Role starts when school re-opens. Training provided.		
Reports to	Principal & Covid-19 Rapid Testing Manager		
Responsible for	Conducting on-site school Covid-19 Lateral Flow tests in line with all health directives, policy and procedures issued by the DfE in relation to Covid-19.		

General duties involve:

- Conducting regular Covid-19 rapid testing for staff and students
- Managing positive test results in accordance with guidance
- Record keeping to log and maintain accurate records
- Distributing consent template and record responses
- Ensuring testing area is kept clean and tidy
- Ensuring waste is correctly disposed of including clinical waste
- Keeping up-to-date with training and guidance
- Ensuring privacy notice to meet data protection guidance is followed
- Prepare reports for Senior Leadership Team and Governors as and when required

This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder