



Job Description

Job Title	Lateral Flow Test Administrator
Department	Corporate Services
Reporting to:	Team Leader (member of the SGS College Senior Leadership team)
Post reference:	
Main Purpose of the role	
<p>Work within a team to support the 20-minute lateral flow tests to SGS College staff and students to ensure that all learners are tested on their return to education. All staff are tested weekly and all serial contact of cases are tested daily for 7 days.</p> <p>You will be assigned a campus, based on your home location, and this will be one of the College Group's delivery sites.</p>	
Key Tasks / responsibilities:	
<p>Duties will include:</p> <ul style="list-style-type: none"> • Preparing the session • Registering service users • Supporting learners to undertake the lateral flow test • Processing samples and delivering results via an IT platform • Liaise with colleagues to provide the best support for the staff and students • Maintenance of high standards of hygiene • Provision of a confidential service delivered with consideration • Ensuring that PPE and social distancing measures are in place at all times across the facility. <p>As the needs of the College change, based on changing Government guidance, the above job profile, duties and location of the role within the College will be adjusted accordingly. Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.</p>	
Role Dimensions	
<ul style="list-style-type: none"> • Completing testing and providing confirmation of test results to staff and students within required timescales in a confidential and professional manner 	

Key Interfaces					
<ul style="list-style-type: none"> • SGS College Staff • SGS College Students • Public Health England 					
Supporting College Goals and Values – all roles					
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety, 					
Measurable Performance Standards for this role					
<ul style="list-style-type: none"> • Confidentiality and consideration 					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced					
Author and Date					
Moir Foster-Fitzgerald – Chief Group Services Officer – 2 January 2021					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.