



# COVID Testing Staff Application Pack

The Hathaway Academy  
Grays, Essex

*#TransformingLives*

# Contents

## COVID Testing Staff



01

About Academy  
Transformation  
Trust

---

Page 3



02

Academy  
Information

---

Page 4

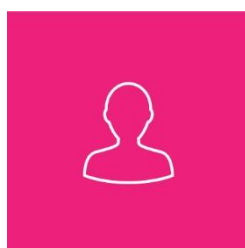


03

Job Description &  
Person  
Specification

---

Page 5 - 6



04

Training Guidance

---

Page 7



05

How to apply

---

Page 8

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# 01. About Academy Transformation Trust



## Our Vision

### We have one core purpose:

To have the biggest positive impact in the varied communities we serve through ensuring top drawer education for our learners.

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### How do we ensure this across our trust?

#### In all we do we are:

1. Ethical to the core, ensuring that education is always front and centre
2. Futures focused system leaders – never simply followers
3. Collaborative in every endeavour
4. Resolutely learner centred

## What does this look like across our trust?

### Education

We are:

1. Ruthlessly ambitious for all who learn and work with us
2. Unwaveringly inclusive – determined on eradicating barriers to educational success
3. Committed to excellent teaching
4. Determined upon academic excellence for all in our communities
5. Compassionate, ethical and caring advocates for all in our communities
6. Outwardly facing and globally conscious

### Operations

We are:

1. Committed to the very best people development and empowerment
2. Determined to shout loudly and share proudly our successes
3. The best professional and technical experts (supporting education) in the sector
4. Committed to the very best understanding and management of risk

### Financial

We are:

1. Providing the best possible public service for the best possible value
2. Determined to supplement our public income with shrewd income generation
3. Building financially sustainable models of educational improvement in our communities
4. Demonstrably efficient in all we do

## Our Values

- We will work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values.
- We will develop the very best leaders of the future, working to improve education and transform lives.
- We will adhere unwaveringly to the 'Nolan Principles' of Public Service, which is made clear in our commitment to Ethical Leadership.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

## 02. The Hathaway Academy Information



The Hathaway Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in June 2015, at Hathaway we aim to change the aspirational horizon of our students and their community. Everything that both our students and staff do will be done to ensure, that through engagement, self-worth and purpose, pupils will be the very best they can be.



The balance of academic excellence and opportunities underpins our high aspirations and provides students with the skills and confidence they need in their future journey.

We offer a personalised, engaging and relevant 21st century curriculum, which will develop pupils into thinking, articulate, responsible and successful citizens.

This is supported with a wide and varied extracurricular programme that not only supports academic progress but also embeds the specialism of digital media and performing arts.

Our faculty system runs throughout the academy which each faculty attached to a charity and a number of fundraising initiatives taking place throughout the year,

We are extremely proud of our brand new £1.5m food technology, hospitality and catering facility which has recently opened.

We also have a number of partnerships with organisations in our community including the Duke of Edinburgh and the Royal Opera House.

To find out more, please visit [www.hathawayacademy.attrust.org.uk](http://www.hathawayacademy.attrust.org.uk).  
here>



# 03. Job Description

## COVID Testing Staff

**Responsible to:** Team Leader

**Job Purpose:** Following the announcement of the Governments National Testing Programme for Schools, we are recruiting COVID Testing Staff to facilitate the mass testing of staff and students.

### Specific Responsibilities:

**COVID19 Coordinator:** *To oversee testing processes, assess the risk and oversee the positive cases*

- School/College sign-off for all activity (incl. third party), deputising / liaising with head teacher/Principal
- Conducts overall risk assessment
- Agrees testing schedule and ensures all communications and consent is actioned
- Oversees and directs process for positive cases (following school/college's own guidelines for symptomatic cases, including confirmatory PCR tests)
- Provides list of subjects each day for registration process

**Registration Assistant -** *Ensuring subjects have registered and distributing test kits on arrival*

- Greets subject at arrival, asks them to sanitise hands and ensures the subject is eligible for asymptomatic testing
- Aids the subject in registering for the test if they are unable to
- Provides assistance for people who might not have the relevant digital information such as phone number and email address
- Guides people who are coming and for a valid reason need to test anonymously
- Directs subjects into testing area, ensuring testing area does not exceed maximum capacity
- Communicates to test subjects the purpose of participating in testing at your site and the testing journey.

**Test Assistant -** *To provide guidance to subjects on swabbing as requested, and ensure cleaning of booths or sample collection station*

- Directs subject to available testing stations and directs them to the exit when they are finished
- On hand to provide subject with additional verbal instructions if required
- Provides regular cleaning to testing stations throughout day (subjects are also asked to self-clean between each test)

**Test Processor -** *To prepare test samples for analysis and interpret results*

- Sets up sample for analysis, and pipettes reagent to sample
- Times the sample analysis
- Awaits and reads result displayed, and marks it on device
- Provides results to Results Recorder to upload to digital platform
- Operates with due care and attention as to not lose sample on mixing

## 03. Person Specification

**Results Recorder** - *To collate results from Processing Operatives and uploads to digital solution*

- Reads test result outcome (marked by Processing Operative)
- Enters result into the results logging web app, if using a locally provided device, or native iOS results logging app, if using a DHSC provided managed device.
- Scanning of QR code (result is automatically sent to Test & Trace)

	Person Specification
Professional qualifications and learning	<ul style="list-style-type: none"> <li>• Right to work in the UK</li> <li>• Educated to level 2 in English and Mathematics</li> <li>• Training on processing of the tests will be provided</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of working with students</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Listens well, communicates clearly and fluently</li> <li>• Maintains confidentiality and discretion:</li> <li>• Works productively in a high pressure environment</li> <li>• Maintains a positive outlook at work</li> <li>• Supportive approach to others</li> <li>• Works in a systematic, methodical and orderly way</li> <li>• Follows procedures and policies</li> </ul>
Values	<ul style="list-style-type: none"> <li>• Personal vision is aligned with ATT's high aspirations and expectations of self and others</li> <li>• Motivation to continually improve standards and achieve excellence above norms.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding and welfare of all pupils</li> </ul>



# 04. Training Guidance

## COVID Testing Staff

### Training Information

- You will be required to set up an account to access training via the NHS Test and Trace Training Platform.
- The training is online and you will require a PC/Laptop with a stable internet connection.
- The training includes information and guidance in the form of written content and training videos.
- The training includes a brief assessment (multiple choice questions), and you are required to send the assessment “pass” confirmation to the Team Leader and/or COVID Coordinator for your training records.
- A 100% pass mark is required for the assessments. You are able to refresh/repeat modules.
- Outlined below are the modules you would complete in this role.

	Testing Process Overview	Online Training Platform						Onsite run-through
		LFD Process (Module 1)	LFD results recording (Module 2)	PPE & Infection control (Module 3)	Guiding subject through swabbing (Module 4)	Train the trainer (Module 5)	Meet and Greet (Module 6)	
Estimated Duration	10-15 min	15 min	15 min	15 min	15 min	15 min	15m	30 min
Team Leader (Quality Lead)	✓	✓	✓	✓	✓	✓	✓	✓
Test Assistant	✓	✓		✓	✓		✓	✓
Processor	✓	✓	✓	✓	✓			✓
COVID-19 Coordinator	✓			✓				✓
Registration Assistant	✓		✓	✓			✓	✓
Results Recorder	✓	✓	✓	✓				✓
Cleaner	✓			✓				✓



# 05. How to apply

## COVID Testing Staff

<Insert academy name here>

### Status:

Flexible (Zero Hours) to be confirmed

This is a temporary role which will terminate when Mass Testing is no longer required.

### Location:

The Hathaway Academy, Hathaway Road, Grays, Essex  
RM17 5LL

### Salary:

NJC Scale Point 12, £11.50 per hour

### Closing date:

12 noon, Wednesday 27<sup>th</sup> January 2021

### Interviews:

Thursday 28<sup>th</sup> & Friday 29<sup>th</sup> January 2021

### Start Date:

To be agreed

### Applying

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)

Please be aware that due to the nature of these roles, post holders may come into contact with a-symptomatic individuals who may have Covid-19 and be infectious.

Applicants should therefore exercise their discretion in considering the role and take medical advice about whether they are able to apply for the role.



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