**Sunderland City Council Covid 19 Test Centres**

To increase testing for Covid-19, Sunderland City Council are introducing a number of test centres across the City for the residents of Sunderland. In order to facilitate these centres, we are currently recruiting to a variety of roles including:

**Site Leader who will be responsible for:**

* The day to day management of the test centre including performance management and scheduling
* Coordinating sample collection at the site for visitors and employees
* Opening and closing of the site each day
* Acting as the point of contact for all site escalations and incidents

**The hourly rate for this post is £14.02 per hour (Grade 6)**

**Registration & Test Assistants who will be responsible for:**

* Greeting members of the public as they arrive at the centre
* Maintaining orderly access to the centre and ensuring all visitors are maintaining social distance
* Providing guidance for all visitors in relation to the testing process
* Providing help and guidance for online registration of visitors
* Ensure all visitors are fully registered
* Providing test kit and direction to privacy booths
* Oversee the self-swab testing of visitors
* Provide instructions and guidance in effective test taking
* Maintaining a high standard of cleanliness in the sample booths
* Managing the processing of the swab (preparation, validation, interpretation and recording of results)
* Accurately Submit all data to the national portal

**The hourly rate for this post is £10.01 per hour (Grade 2)**

The ideal candidates should have experience working with members of the public and have excellent interpersonal skills. A high level of verbal, numerical and IT capability is essential as well as a strong attention to detail.

Candidates are required to be flexible in their working location, availability to work and the duties they will be required to carry out. You must be over 18 and in general good health with no symptoms of COVID-19, nor must anyone in your household. Commitment to the work and adhere to the strict guidelines and procedures is essential.

Full support and training will be given for all of the above roles. The appropriate personal protective equipment will also be provided as outlined in the appropriate risk assessments.

Successful candidates must be available for an immediate start and willing to work a minimum of three sessions per week.

Unfortunately candidates must not be classified, or live with anyone classified, as belonging to any of the COVID-19 high risk groups (more detail can be found at www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev), you must not have a long-term condition, have immune deficiencies through medical conditions or therapy or be pregnant.

The tests centres are open from 9.30am until 4.30pm with one late night during the week to 7.30pm. Working hours will be agreed during the interview process and the contract are of a temporary nature until this project is complete.

To apply please send an updated CV to the following email address: [Covid-19Resource.Request@sunderland.gov.uk](mailto:Covid-19Resource.Request@sunderland.gov.uk)

Please ensure you include your email address on your CV as all communication regarding your application for this post will be sent to your email address. Please check your email inbox after the closing date for notifications as you may not be notified by any other means. Please remember to check your junk mail items.

Please be advised if you have not heard from us in six weeks after the closing date please assume you have not been shortlisted.