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| **Job Title** | **Regional Special School** Dispensing Optician Adminstrator |
| **Responsible to** | Special Schools Service Manager (Operational and Administrative)/ Dispensing Optician Clinical Lead (Clinical) |
| **Location** | London Special Schools (home as base/ requirement to attend head office in Leatherhead as necessary) |

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| **Our Values** |
| **We believe in each other****We learn together to be our best****We spark imagination****Respect is our****starting point** |
| **Main Duties and Responsibilities:**  |
| This is an exciting opportunity for a full-time dispensing optician to work in a non-commercial, clinically challenging setting providing complex, creative and often life-changing support with spectacles to young people as part of our NHS special school eyecare service. You will have your own caseload of London Schools and will work collaboratively with our established eye care team, as well as the school staff teams, and under the guidance of the special schools service manager and dispensing optician clinical lead. Ability to attend multiple schools in other London regions is required, as well as a full driving license and regular access to a car. The successful candidate would be expected to work 4-5 school days (20-25 hours) in the school setting during term time. You will be responsible for ensuring the smooth running of clinics across your defined school caseload. This will include managing your own diary, under the supervision of the service manager and dispensing optician clinical lead, to ensure efficient, timely, high-quality care for all children under our care. You will be responsible for providing spectacle dispensing, repairs, replacements and follow ups to your caseload.  Your responsibilities for the remainder of you FT role and school holidays, will be to support the special schools service manager in ensuring the smooth running of the service. The service manager will have overall responsibility for the planning of clinics, and you will support by liaising with schools to book clinic rooms and gain consent from parents, booking appointment diaries for yourself and the optometrists, responding to parent and school enquiries and offering and providing teaching staff inset training on eye care and vision.   |
| **This role will involve:** |
| •       Working under the supervision of the Special Schools Service Manager and Senior Dispensing Optician Clinical Lead and with the clinical team to provide a clinically excellent NHSE commissioned special schools eye care service.  •       To provide an in-school dispensing and spectacle support service, following systems and protocols in place to allow the effective and smooth running of the service, under the guidance of the senior dispensing optician clinical lead. •       Take responsibility for the fitting, ordering, checking, dispensing and repairing of spectacles in the special schools for your region. •       Manage the case load of spectacle wearers across your schools by giving support and advice to children and teaching staff and/or parents on lens type, frames and adaptation strategies.  * Plan and book dispensing optician follow up appointments for all new and changed prescriptions dispensed across your caseload of schools.
* Plan diaries for yourself and the optometrist for your schools, managing changes, cancellations and rescheduling of appointments, ensuring all children are seen in a timely way and parents are aware of appointments.
* In partnership with your optometrists establish a strong relationship with your schools’ head teacher and ensure there is a named lead contact for the service in your schools who you will be responsible for working with the special schools service manager to ensure good uptake of the service (70-80%) by gaining parental consent
* develop interprofessional relationships within schools and within the wider local eye care landscape including with speech and language therapists, qualified teachers for visual impairment, local orthoptists and hospital eye services, the local optical committees and Practices.
* Attend parent coffee morning or similar to engage parents and increase uptake in the service.

•       Ensure timely maintenance of clinical and admin records on our practice management system and record data for auditing and research purposes. * Transport a sample frame set, portable focimeter and dispensing equipment to all clinics.
* If required be prepared to transport eye testing equipment •       Wherever possible and giving priority to schools with children with moderate to severe disabilities, act as a chaperone to the optometrist during the sight test and provide support in engaging with the children. •       Communicate appropriately and confidently with children who have complex learning and physical disabilities, their families and teaching staff.
* Carry out audit of eye test, dispensing and repair/replacement records, reports and claims for your cohort of schools ensuring comprehensive record keeping and claims.
* Annual auditing of sight testing and dispensing equipment to ensure compliance with Quality in Optometry and SeeAbility Health and Safety requirements •       Strive to ensure that SeeAbility embraces diversity in how it delivers its services •       Maintain a safe working environment.
* Attend eye care team meetings and at least 4 of 6 special schools eye care clinical team evening online Teams meetings. These will include GOC registered peer discussion CPD sessions.
* Undertake the SeeAbility/ City, St George's University of London special schools eye care service training and all other training commensurate with the post (health and safety, manual handling first aid, GDPR and data security and protection)•       Undertake other duties commensurate with the role of regional special schools Dispensing Optician under the instruction of the Special Schools Service Manager and Senior Dispensing Optician Clinical Lead as part of the wider strategy.

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| Your knowledge, experience, skills and values: |
| •       Qualified dispensing optician and member of ABDO (Association of British Dispensing Opticians) •       GOC Registrant •       Satisfactory enhanced DBS check •       3+ years experience as qualified  DO •       Hospital and specialist dispensing experience is desirable, including with children with disabilities although not essential as full training will be provided. •       Excellent organizational skills  •       Ability to work independently and to own initiative •       Excellent verbal and written communicator •       Ability to manage  own time efficiently and effectively •       Strong IT and literacy skills •       Ability to maintain confidentiality •       Confidence and experience in communicating with children with complex learning and physical disabilities and their families and teachers •       Acknowledge personal professional limitations and when to seek help and support and from which sources •       Good team player-willing to share knowledge and learn from others •       Commitment to equal opportunities and diversity  **What we offer:**Paid GOC/ABDO fees  Travel expenses for all journeys commensurate with the role, calculated fromyour current home address (we reserve the right at any time to change your baseaddress to calculate expenses)  |