

Job Title	Dispensing Optician
Responsible to	Head of Dispensing

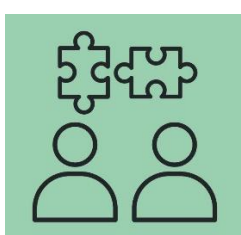
Our Values



**Respect is
our
starting
point**



**We spark
imagination**



**We learn
together to
be our best**



**We believe
in each other**

Role Purpose

The SeeAbility Dispensing Optician delivers high quality spectacle care to children and young people in special schools, ensuring they receive the right spectacles and support to use them well. The role undertakes a school caseload, supports smooth running clinics across multiple school sites and works closely with the wider eye care team and families to provide safe, effective and inclusive care.

Values, Behaviour & Culture

- By demonstrating our values and behaviours you will support the creation of an open culture where: -
 - There is fairness, we can all be ourselves and feel we belong.
 - Everyone is able to contribute and feels listened to.
 - People make their own decisions and are accountable.
 - Everyone feels appreciated, safe and able to do their best.
- Provide a child focused and inclusive approach within your clinics that supports children and young people in special schools to access the right spectacles. This helps them to take part in daily life, learn, communicate and feel a sense of belonging.

- Build and maintain positive relationships with colleagues, schools, families and health partners. Contribute to maintaining SeeAbility's reputation as a trusted charity delivering high quality eye care.
- Support SeeAbility to achieve its goals by sharing information, taking part in service activity, and suggesting practical improvements to how clinics and day to day work are delivered.
- Support improvements in practice by working in a consistent way, sharing learning and using positive communication in day-to-day work.
- Communicate openly and raise any concerns or risks in a timely way, ensuring they are shared with the right people and escalated where needed.
- Work collaboratively with colleagues, sharing knowledge and supporting a positive team environment.
- Develop and maintain relationships with wider eye care and education professionals
- Act as an ambassador for SeeAbility by building positive relationships with children, families, school teams and health partners.
- Maintain CPD and professional development in line with GOC requirements.

Service Delivery

- Plan and manage your clinical activity to support the service delivering within agreed requirements across your school caseload.
- Use time, travel and resources effectively by organising work in a way that supports timely, high-quality care
- Ensure clinical, NHS and regulatory standards are consistently met across clinics.
- Contribute to service planning by sharing feedback and insights on clinic delivery, including what is working well and where improvements are needed.
- Take responsibility for the full spectacle pathway – from dispensing and fitting through to follow-up appointments – ensuring timely reviews, adjustments and a positive outcome for each child
- Work alongside optometrists in clinics where appropriate to support effective eye care assessments.
- Respond to changes in the needs of children and young people by adapting your approach to ensure care remains timely and effective.
- Ensure equipment and resources used in clinics are safe, well maintained and any issues are reported promptly.
- Support engagement with schools and families to improve uptake of the service.
- Attend school events and training sessions to raise awareness of eye care and promote the service.

Quality, Compliance & Safeguarding

- Maintain accurate and timely clinical and administrative records in line with NHS and SeeAbility requirements.
- Follow all clinical protocols, policies and agreed ways of working to ensure safe and consistent care.
- Ensure all spectacle ordering, fitting, repairs and claims processes are completed correctly and on time.
- Identify, report and respond to safeguarding concerns, incidents or risks in line with policy and escalate concerns to the Head of Dispensing or Senior Dispensing Optician where needed.
- Maintain safe working practices, including infection control, manual handling and equipment use.
- Take part in audits of clinical activity, records, equipment and claims to support quality and compliance.
- Complete all required training and maintain professional standards in line with regulatory requirements.

Person Specification

Qualifications	• Qualified dispensing optician and member of ABDO (Association of British Dispensing Opticians) • Registered with the General Optical Council • Willingness to complete the SeeAbility / City St George's University of London Special Schools Eye Care training programme (15-credit academic module) Your enrolment on this 15point level 7 course will be funded by SeeAbility
Knowledge & Experience	• At least 2 years' experience as a dispensing optician • Experience working with children and young people or people with additional needs • Experience of managing clinics or appointments effectively • Experience of supporting colleagues in day-to-day practice • Understanding of safeguarding and how to raise concerns in line with policy • Experience of working within professional and organisational standards, including accurate record keeping • Understanding of how to use time and resources effectively to support service delivery
Personal Qualities	• Able to support and guide colleagues in day-to-day practice • Leads by example with a positive and professional approach

	• Calm and organised, able to respond well to change in busy school environments • Good numeracy, literacy and digital skills, with ability to use email, Word and Excel and maintain clear records • Strong communication skills, with ability to build positive relationships with children, families, school teams and health partners • Practical and solutions focused, with ability to prioritise workload • Committed to equality, inclusion and positive language around disability • Willing to continue learning and developing through training and experience
Other	• Full UK driving licence • Access to a car and able to travel between multiple school sites daily