

First Aid Officer

31.25 hours per week, Mon-Fri, 8:30am – 3:15pm, Term Time & Inset Days

Grade 13 point 6 – 11 - £23,893 - £25,979 per annum pro rata

Actual Salary - £17,338 - £18,851 per annum

Permanent - Start Date: ASAP

We have an exciting new vacancy for a First Aid Officer. The successful candidate will administer the first aid provision for the College, providing a high quality first aid service to students, staff and visitors. You will co-ordinate our First Aiders, and will be responsible for the administration of prescribed drugs and medicines for certain students as required. Strong communication skills, patience and excellent customer service will be vital for this role.

To be considered for the role you will have:

- Candidates must hold a valid First Aid qualification.
- Excellent administration and organisational skills
- Strong interpersonal and communication skills to engage and build positive working relationships with students, colleagues, and external links
- Strong IT Skills with good working knowledge of Microsoft packages and databases
- Ability to work in a fast-moving environment
- Able to work on your own initiative as well as part of a team.

We offer the successful candidate:

- Opportunity to be part of a strong community and supportive workforce
- A calm and welcoming environment which enjoys a large amount of green, open spaces
- Supportive induction programme and CPD opportunities
- Free parking
- Onsite catering and nursery
- Salary sacrifice schemes including Cycle to Work and an Employee Assistance Freephone Helpline

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1300 students. It is a fast-moving College within the Midsomer Norton Schools Partnership. We are based on a stunning campus in easy reach of Bath and Bristol. Frome itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

Closing date: Sunday 15th September 2024 (Midnight)

Visits to school are welcome, please contact the recruitment dept to book an appointment

Tel: 01373 465353 or Email: fccrecruitment@fromecollege.org.uk

Please visit our website for details on how to apply: www.fromecollege.org/join-us/vacancies

Applications should be completed in full and returned by email to: fccrecruitment@fromecollege.org.uk

This post requires a criminal background check via the Disclosure Procedure