



First Aid and Welfare Officer

6 weeks fixed-term contract

Salary: Scale 4 SCP 8-10, £24,054 - £25,377 (pro-rata)
4 hours per week: Actual salary £2,372.45 scale 4 point 8.

Required for June 2019 – Must have an enhanced DBS Certificate

We are looking to appoint a First Aid and Welfare Officer for a 6-week fixed-term contract to work on an urgent project for the school.

We are looking for candidates who can demonstrate:

- Excellent communication skills.
- Confidentiality at all times as some information handled will be of a sensitive nature
- Ability to work under pressure; work as part of a team and own initiative.
- Good knowledge of ICT.

Key Responsibilities:

- Management of an excellent First Aid service to both students and staff.
- Organisation of medicines in line with NHS, DfE guidance and policy.
- Ensuring all first aid boxes are complete with the necessary items.

Hanover is committed to safeguarding and promoting the welfare and safety of children and young people. The successful candidate must demonstrate that they are fully committed to our safeguarding policies and procedures. Pre-employment checks and references will be sought and the successful candidate must hold enhanced DBS Certificate.

Please complete the application form and covering letter addressed to Marina Kilcoyne, Business Manager, informing her of your suitability for the position: marina.kilcoyne@hanover.islington.sch.uk

Closing date: Wednesday 22 May 2019

Interviews: Thursday 23 May 2019