

Marketing & Communications Officer

37 hours per week – Term Time, Inset Days & 2 weeks in summer holiday

Grade 13, Point 6 – 11, £20,043 - £22,129 per annum

Actual Salary £17,965 - £19,834

Frome College has a rare and exciting opportunity for a **Marketing and Communications Officer** to join the Support Staff team. Working in a busy open plan office, the postholder will be responsible for the marketing and communications provision within the college. Responsibilities will include maintaining the college website, social media channels and regular newsletters. Develop and maintain school directories and college literature and manage 'school comms' to effectively communicate with parents and students.

The successful candidate will:

- have excellent interpersonal and communication skills
- have a flair for good design, layout, detail, and accuracy
- strong organisational skills with ability to prioritise workload to achieve deadlines
- good working knowledge of MS office is essential, with ability to maintain website
- be a team player and have a great sense of humour!

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
- 'My Staff Shop' benefits – including Cycle to Work scheme
- discounted access to leisure centre including gym and pool (located next to the college).

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1200 students. It is a fast-moving school undergoing exciting and rapid regeneration. 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: Monday 6th June (8am)

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

This post requires a criminal background check via the Disclosure Procedure.