



First Aid Officer
October 2025



Thank you for enquiring about the position of First Aid Officer at The Boulevard Academy. As Interim Headteacher, I feel fortunate to work with an outstanding and dedicated team of colleagues who are working well our students and community.

The Boulevard Academy opened in September 2013 as a result of a need to offer greater opportunities for children locally, to learn and develop in a way that's best for them and our aim is to offer learners and parents a community-centred secondary education.

I firmly believe that every child has unique skills and talents and that they should be given every opportunity to develop them. I hold an unwavering expectation that all children can and will succeed.

I want to ensure:

- That every child makes progress, no matter what their starting point
- That our teaching will be matched to needs
- That we support our community.

A recent physical expansion has led to increased student numbers and wider specialist provision for specific students.

CPD and innovative staff development is how we develop and grow. Staff joining us will have opportunities for development at all levels and I encourage all staff to actively contribute their ideas in developing new ways of working.

I look forward to reading your application and meeting you

Senior Leadership Team





Welcome to The Boulevard Academy

Our Mission Statement:

To work with all our students to assist them to develop the high expectations, academic and life skills that will best help them to be successful. Fostering personal confidence and happiness, we will challenge students to take responsibility for building a better world for the next generation.

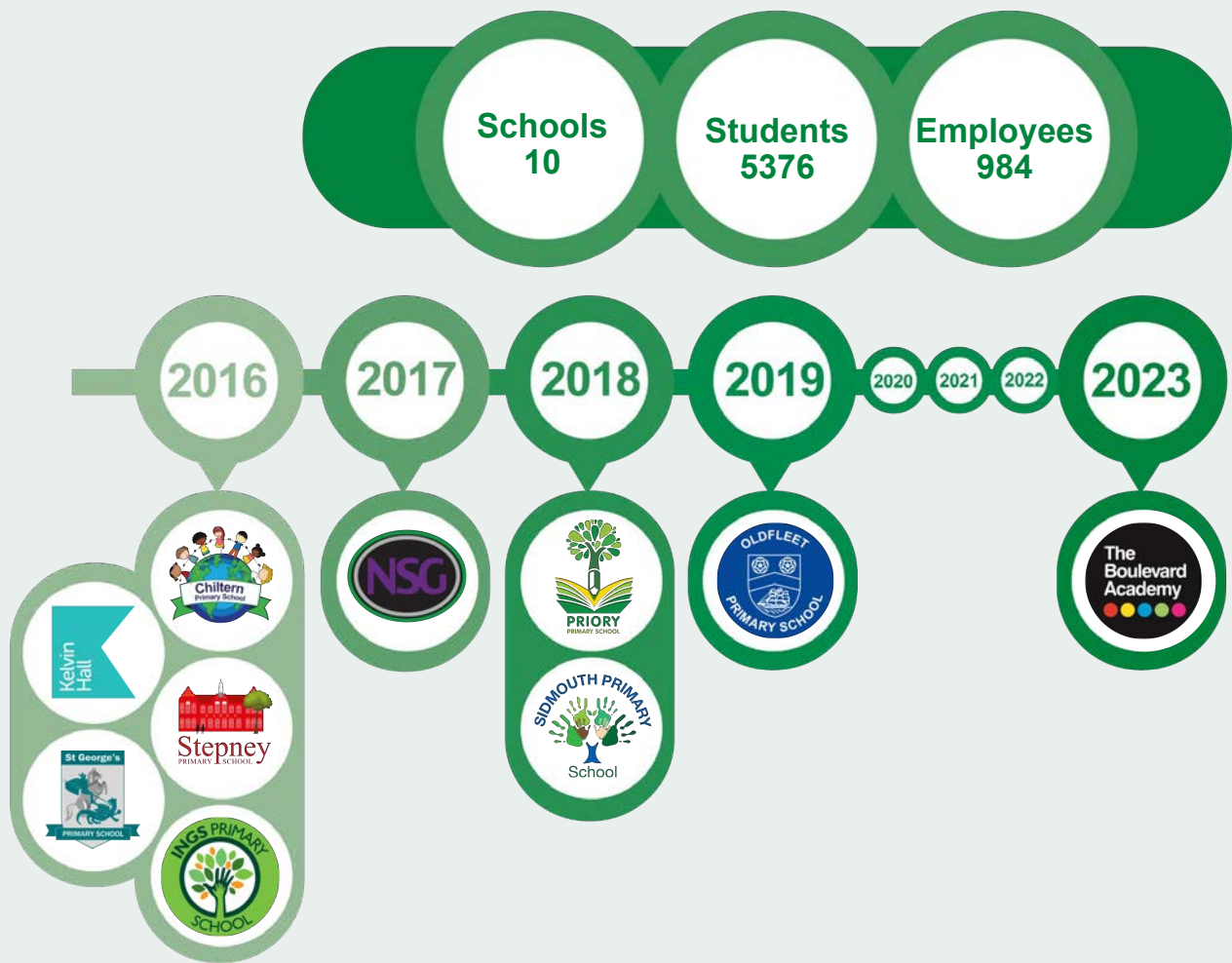
We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.



The Boulevard Academy, 75 Massey Cl, Hull HU3 3QT
Tel: (01482) 217898 | Email: people@thrivetrust.uk



Our Journey so far...

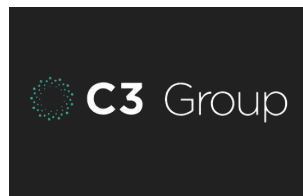


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



First Aid Officer
Grade 4, Scp 5-7, £19,303 - £19,922 (actual salary)
32.5 hours per week, Term time only plus 5 training days
Monday - Friday 8:30am to 15:30pm (30 mins lunch)
Permanent
ASAP

The Boulevard Academy is part of Thrive Co-operative Learning Trust which was formed in September 2016 and is now responsible for 10 schools across Hull, 3 secondary and 7 primary schools.

We are looking to appoint an outstanding First Aid Officer to join our team at The Boulevard Academy starting as soon as possible. This is an exciting opportunity to work in a friendly and supportive school in continuing to drive outstanding outcomes for all of our students. We are looking for a suitably qualified First Aid officer who is able to contribute to the health and medical welfare of pupils and staff.

You will be a first point of contact for any first aid emergencies. You must be a friendly and approachable person who enjoys working with young people and is able to give immediate help to pupils/staff with common injuries and illnesses. The successful candidate will ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students & maintain records and reports. First aid experience is desirable, or the willingness to complete appropriate qualifications, for this position and previous experience of working in a school or working with young people is preferred.

We will offer you:

- An inclusive school and outstanding Multi-Academy Trust to work in.
- Friendly, motivated and enthusiastic students.
- Desirable rewards and benefits package.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Karen Jude, School Business Manager on 01482 217898.

Closing date: Wednesday 8th October 2025, 12 noon

Interviews: Week commencing 13th October 2025

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Job Description

Post Title	First Aid Officer
Grade	4
Location	The Boulevard Academy
Reporting to	Deputy Headteacher

Purpose of Role

The First Aid Officer contributes to the welfare of students, staff and volunteers by providing first aid and emergency services.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To supervise first aid provision, liaise with Pastoral Year Leaders, staff, parents and outside agencies regarding student welfare matters.
3. All administrative tasks related to First Aid including ensuring that records are correctly kept and supplies are maintained. Keep the confidentiality of pupils and staff who have been treated.
4. To record all student and staff accidents / first aid on the School Log system via google form.
5. To record all staff and visitor incidents on the "Smartlog System" and all RIDDOR reportable incidents with pupils.
6. Referring students to the School Nurse, the pastoral Year Leader or arrange transfer to a hospital, medical centre or home. Stay with any injured people and make sure they are comforted and kept calm until transferred to the medical centre or hospital.
7. Assisting the school nurse or SLT with the promotion of school policies amongst the student, staff and parent community. Helping to communicate positive health related issues to pupils including maintenance of literature and notice boards/posters promoting the same.
8. Be aware of any medical conditions held by staff and students in the school to ensure 1st aid is administered correctly.
9. Maintenance of 1st aid kits and supplies. Ensure medical safety devices i.e. eyewash bottles around the school are present and in date.
10. Ensure any accident areas are kept out of bounds until cleaned up. Ensure the cleaning up of blood or other bodily fluids which have been spilt is done safely and that swabs are disposed of correctly.

1. Be aware of and comply with policies and procedures relating to child protection, health & safety, medication administration, and security and confidentiality, reporting all concerns to an appropriate person
2. Participate in training and other learning activities and performance development as required
3. Attend and participate in regular meetings as required
4. Contribute to the overall ethos/work/aims of the school.
5. Any other duties of a similar nature and level of responsibility as requested by the Business Manager or Headteacher
6. Administer medicine to children as outlined in school policy.
7. Keep up to date medical records of children as appropriate and directed by the Headteacher.
8. Liaise with staff and parents as necessary, regarding children's injuries, medical problems and medication.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	NVQ 2 or equivalent	✓		AF, I
	GCSE English and Maths at C or above (new level 4 or above)	✓		
	3 day First Aid Qualification or willingness to complete	✓		
Relevant Experience	Experience of working in an education environment.		✓	AF, I
	Experience of working in a First Aid environment	✓		



Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work as part of a team on their own	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	A working knowledge of First Aid procedures	✓		
	Knowledge of the importance of pupil and staff confidentiality	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Written Skills	Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact 01482 217898 or info@theboulevardacademy.com

Closing Date: Wednesday 8th October 2025, 12 noon

Interview Date: Week commencing 13th October 2025



The Boulevard Academy, 75 Massey Cl, Hull HU3 3QT
Tel: (01482) 217898 | Email: people@thrivetrust.uk

