Buttershaw Business and Enterprise College



APPLICANT INFORMATION PACK

PRINCIPAL FIRST AIDER

CLOSING DATE FOR APPLICATIONS:	30 November 2026
INTERVIEW DATE:	w/c November 2026
START DATE:	4 January 2027

WELCOME

Thank you for your interest in the post of Principal First Aider at Buttershaw Business and Enterprise College (BBEC.)

Our vision is that we will all work to ensure that our students will be the best they can be and can achieve great things. They will be ambitious, resilient and determined in their learning and respectful, courteous and kind in their relationships.

It is a privilege to serve our diverse community and I am extremely proud of what we have achieved along our journey of school improvement to date.

All leaders are passionate about the students who attend this vibrant school, and we demonstrate this by teaching them well and expecting the very best from them. The appointment of an experienced and organised Prinicpal FirstAider is crucial in order to raise standards, whilst developing the skills and potential of all students, so that they can lead happy, healthy, confident and responsible lives as individuals and members of society.

We are a fully inclusive school and we welcome all children and their families. We have a great mix of students with different skills and talents, and we are truly proud of our inclusive approach, with our commitment to see every child reach their potential. We expect all staff to work hard to ensure that we fulfil this aim.

The intent of the curriculum at BBEC is to:

- develop the whole child to ensure that they embody BBEC's values, both in and out of school, by being ambitious and resilient in their work and courteous and kind in their interactions with other people.
- provide an all-round education that delivers excellent outcomes in terms of academic success, improved cultural capital and increased ambition in order to counter social disadvantage.
- create a school where everyone belongs and equality of opportunity is actively and effectively promoted.
- develop an understanding, appreciation and respect for diversity while recognising and celebrating difference as well as all we have in common.
- ensure students are compassionate, courteous and kind by guiding their moral, intellectual and creative development.
- secure high levels of literacy, oracy and numeracy to enable students fully to participate in their acquisition of knowledge and skills
- nurture academic habits and skills, emotional intelligence and creativity across a wide range of subjects including the arts, music, performing arts, IT, technology and sport.
- foster confidence, resilience and discipline in seeking knowledge.
- develop knowledge of, and pride in, Buttershaw and Bradford as well as developing ambition and awareness of the possibilities outside the local environment.

At BBEC, we recognise that our staff are our biggest asset. We believe that our young people deserve the best, therefore we recruit carefully and invest in training to ensure continued improvement and an excellent quality of education.

Although we are a large school, we work very hard to ensure we retain our sense of community and family ethos. We strongly believe that education is a partnership between school, students and parents and work hard to develop this partnership.

This post would offer an exciting challenge to someone seeking to broaden their experience and career prospects. High expectations and a determined focus on supporting our most vulnerable students are essential. In return, you will receive the support of a strong team of Senior Leaders and Governors, with well-motivated staff, students and parents.

If you decide to apply for this post, please complete the application form, together with a formal letter of application addressing the relevant points on the person specification.

I very much hope to welcome you to BBEC to experience first-hand our vision, values and commitment to our young people and to our community.

Yours sincerely



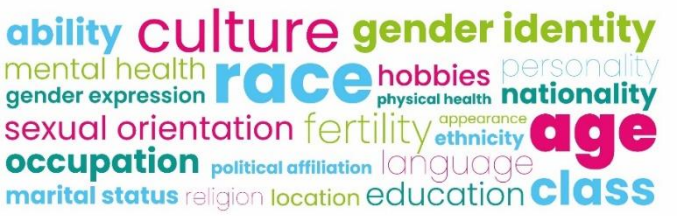
Andrew Taylor
Headteacher

ABOUT BBEC

Buttershaw Business & Enterprise College is an improving school. We are an ambitious, community-focused academy of just over 1400 students serving an area of social deprivation on the southern edge of Bradford and seven miles from Leeds. BBEC is popular locally and is rapidly becoming the school of choice for the community of Buttershaw.

We all belong at BBEC

BBEC is an inclusive school, our school motto is 'We all belong at BBEC'. We celebrate our differences and our similarities and do not tolerate discrimination of any type. We have a bold approach to inclusion and work so that all students and staff can bring their authentic selves to school.



BBEC has a cohesive, highly skilled and ambitious staff team who work hard to ensure that every student is successful. Many of our students face multiple challenges and it is through clarity of vision, professionalism and determined support for students and for each other that we are bringing about improvement. We have the highest expectations for all our students and expect that our staff teach to the very highest level. We have a rigorous approach to quality assurance and a significant commitment to Continuing Professional Development. Teachers have many opportunities to improve their teaching pedagogy and pedagogical subject knowledge and we expect them to make the most of these opportunities to ensure that the highest of standards are maintained.

BBEC is situated in a modern building. It has well-equipped departments that are arranged in suites of rooms. All teachers have a laptop, all classrooms are equipped with projectors and interactive whiteboards and all classrooms have access to student laptops.

All at BBEC are dedicated to raising the aspirations of our students and improving cultural capital through ambitious schemes of learning in all year groups and a varied offer of extra-curricular activities and opportunities. We run trips and visits to places in the UK and across the world, our students take place in a myriad of competitions and our CEIAG programme is exemplary.

This exciting role offers great opportunities for the successful candidate and a chance to make a difference to some wonderful young people.

WELFARE AT BBEC

The Welfare Department are at the heart of student support at BBEC. We work closely with students, parents/carers and staff to provide the highest quality support for physical, mental and emotional wellbeing. The team comprises of the Designated Safeguarding Lead (DSL); five deputy DSLs as well as:

- Welfare and Hub Manager,
- TIC-TAC (Teenage Information and Advice) Coordinator
- Attendance and Welfare Manager
- Pastoral Support Officer
- Early Help and Mental Health Caseload Manager
- Principal First Aider

The school works closely with MHST, MNHES, Step2, Youth Workers, Early Help and Children's Social Care as well as many online provisions.

PRINCIPAL FIRST AIDER – JOB DESCRIPTION

JOB PURPOSE

To act as the principal First Aider.
To provide first aid treatment to injured students and staff.

SALARY AND CONTRACT

Band 1-3 points 3-4 £22,275 - £22,834 (actual salary)
37.5 hours per week term time only plus two days. Working hours: 8am-4pm Monday to Friday

RESPONSIBLE TO

Welfare and Hub Manager

PRINCIPAL ACCOUNTABILITIES

First Aid and Welfare

- Being first on call for emergency first aid assistance for students, staff and visitors to the school.
- Responsibility for the treatment of minor injuries ie cuts, bruises and burns.
- Being on call for students/staff who are feeling unwell and providing minor treatments.
- Dealing with students who present themselves with non-emergency first aid issues.
- Rendering first aid treatment to anyone injured on site.
- Supporting vulnerable children by working alongside teachers, social workers, education welfare officers and other professionals.
- Determining the need to call the parent and or ambulance service as appropriate.
- Completing the relevant documentation required to ensure compliance with Health and Safety Regulations.
- Keeping all first aid and accident book records up to date.
- Making arrangements for visits by school nurse etc.
- Arranging orderly and secure storage of supplies and maintaining stock levels of first aid equipment.
- Ensuring that all new first aiders receive comprehensive training in BBEC first aid procedures.
- Maintaining records and administering medication
- Completing risk assessments where necessary
- Reporting relevant incidents (RIDDOR)

Support for the School Nurse

- Co-ordinating with the school nurse/immunisation team to arrange immunisations in school, ensuring that consent forms are sent and received, supporting sessions and making logistical arrangements.
- Providing admin support to the school nurse or other health professionals to support:
    - school-based drop-in advice services and individual health plans for students,
    - training for school-based staff to support children with healthcare needs such as asthma, diabetes or epilepsy, and contributing to PSHE curriculum.
    - advice for parents, carers and school staff on childhood illnesses and the management and control of infectious diseases.
    - assessment of the whole school community and developing a health plan.
    - provision of confidential health advice for individual children.
    - advising, counselling and referring children experiencing mental health problems, such as depression.
    - education in exercise and healthy eating including combating obesity and eating disorders.
    - mental health and wellbeing, including dealing with depression and bullying.

- education in sexual health and relationships, including teenage pregnancy.
- education in drug and alcohol abuse and smoking.

Support for the School

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensure all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Supporting, upholding and contributing to the development of the school's equality policies and practices in respect of both employment issues and the delivery of services to the community.

PRINCIPAL FIRST AIDER – PERSONNEL SPECIFICATION

ATTRIBUTES	REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	• GCSE Maths and English at Level 4 or above (or equivalent)		√	Application Certificates
	• First aid experience	√		
	• Ability to deal with children and parents with empathy and sensitivity	√		
	• Experience of working individually	√		
	• Current First Aid at Work qualification		√	
	• Experience of working within a school		√	
	• Experience of working with young people		√	
	• Ability to use initiative in relation to student issues		√	
Experience, Knowledge and Skills	• Experience of effectively liaising with external partners	√		Application References Interview
	• Excellent organisational skills		v	
	• Experience of working as part of a team dealing with health issues relating to groups as well as individuals.	√		
	• Clerical/administrative experience	√	v	
	• Experience of working with Microsoft Office applications	√		
	• Experience using SIMS	√		
	• Experience of working in a team situation	√		
	• Good interpersonal and listening skills.	√		
	• Good written communication skills	√		
	• Maintaining confidentiality in matters relating to the school, its students, parents and carers.	√		
Training	• Evidence of relevant training or willingness to undertake such training	√		Application Interview
Personal Circumstances	• Must be legally entitled to work in the UK (Asylum & Immigration Act 1996)	√		Application Interview
	• Able to satisfy the requirements of safeguarding recruitment checks in line with Keeping Children Safe in Education	√		
	• Must have the ability to be flexible and work to the requirements of a busy school	√		
	• Interest in the school's wider role in the community			
Disposition and Attitude	• A passion for education and a deep-felt desire to make a difference for young people.	√		Application Interview References
	• Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example.	√		
	• Understand the importance of work/ life balance	√		

	• Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.	√		
Equality	• A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	√		Application Interview

MAKING YOUR APPLICATION

We hope that having read this pack you are inspired to apply for the post.

In order to apply, please complete the application form on MyNewTerm. The application form can be downloaded from the school website https://www.buttershaw.net/work-for-bbec

At BBEC our first priority is keeping our young people safe. Safeguarding is at the heart of all we do, and we work hard to ensure that all of our students are safe at all times and know how to keep themselves safe in a variety of situations. BBEC makes decisions about the suitability of prospective employees based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information.

If you would like to speak to someone about the vacancy, please contact Mrs Brown at Buttershaw Business and Enterprise College on 01274 676285, or by email at taffy.brown@bbec.bdat-academies.org.

INCLUSION

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

ABOUT BDAT

Buttershaw Business and Enterprise College is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whist being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please click here

BDAT People: Our Faculty of Professional and Career Development

BDAT People brings together into a single entity all that we currently do to recruit, develop and retain our staff. It provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.
By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. https://bdat-people.org/

CONTACT DETAILS

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