



# WEST KIRBY SCHOOL & COLLEGE

*Changing Children's Lives*

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## Candidate Information Pack

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*For The Role Of:*

### Admin Assistant (fixed term)

Closing Date For Applications:  
**9am Tuesday 30<sup>th</sup>  
June**





 **WEST KIRBY SCHOOL**  
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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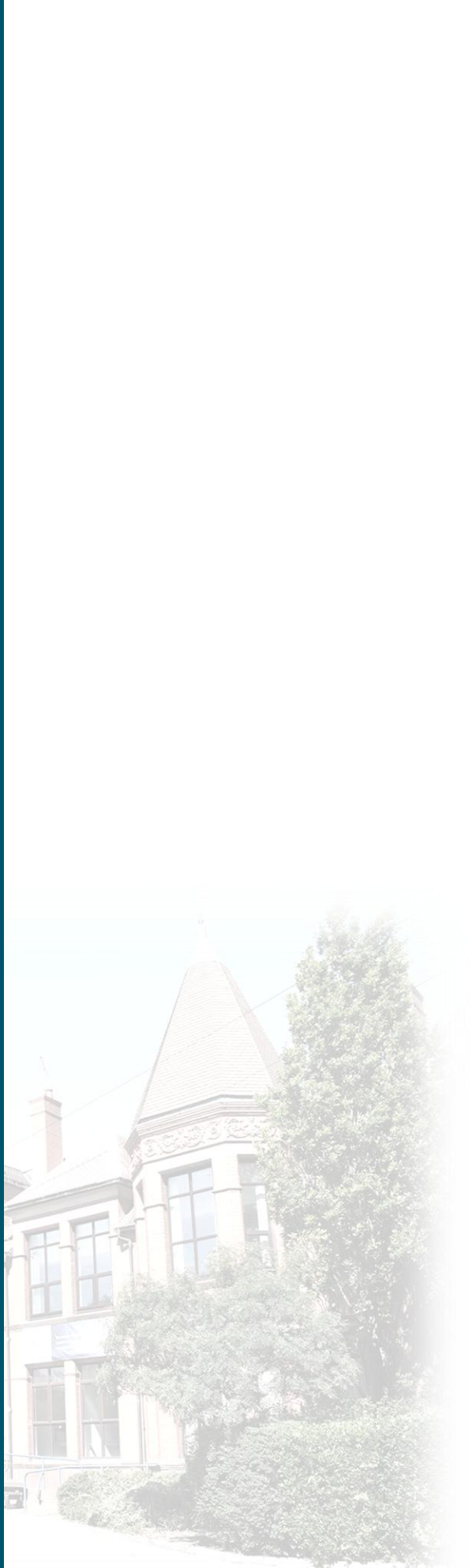
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# ABOUT OUR SCHOOL

## Our dedicated staff are committed to ‘Changing children’s lives, building better futures’.

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people (‘CYP’); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities (‘SEND’). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave West Kirby School and College with **academic accreditations**, together with developed **social, emotional and communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills, personal wellbeing and good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.



# WELCOME FROM OUR HEADTEACHER



**Dear Candidate,**

I am delighted that you are interested in joining West Kirby School & College as an **Admin Assistant**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby School and College, a non-maintained special school initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards **'living their best life'**.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment, culture of respect, and promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As Headteacher of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,



**Mr Richard Hicks**  
Headteacher

# EMPLOYEE BENEFITS

## Looking After You and Your Health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**
- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy** and **mental health counselling support**

## School Facilities

You will have access to our **School Gym**

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf ... and more!

## Looking After You and Your Family in the Difficult Times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Aviva. After 6 months of employment, and through Aviva, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

## Annual Leave

All employees who work a 52 week contract with annual leave entitlement can take up to **5 days** (pro rata) of their holiday entitlement **during term time**

## Building Your Capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

## Saving for the Future

All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

# ROLE OVERVIEW & APPLICATION PROCESS

## West Kirby School & College is Seeking to Appoint an Admin Assistant for a Fixed Term Contract

**Closing Date For Applications:** Tuesday 30<sup>th</sup> June at 9am

**Interview Date:** Monday 6<sup>th</sup> July

**Start Date:** 1<sup>st</sup> September 2026

**Salary:** £23,415.00 - £27,629.70 (15 – 18)

**Contract:** 18 months fixed term

**Hours:** 35 hours per week, term time only

### Role Overview:

An exciting opportunity has arisen to join our Administrative Department. We are looking for an enthusiastic and experienced Admin Assistant to join the team. The role is an 18 month fixed-term contract. The role will provide maternity cover for an existing postholder and will also support the delivery of wider administrative (GDPR responsibilities) for the school.

The successful candidate will be providing administrative support mostly to the SENCO, assisting in organisation and carrying out of Annual Review meetings and taking minutes. This role requires a high degree of accuracy, therefore we require someone with excellent attention to detail, who is dedicated and well organised.

You will also be the Deputy Data Protection Officer of West Kirby School & College, working under the guidance of the DPO to ensure compliance with data protection legislation.

You will join a friendly and supportive team, liaising with other Departments, therefore the ability to work collaboratively and flexibly as part of a team is essential.

### Application Process:

Application forms and further information can be found via the school website: [www.wkrs.co.uk](http://www.wkrs.co.uk) or contact [recruitment@wkrs.co.uk](mailto:recruitment@wkrs.co.uk). **The school does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***

# PERSON SPECIFICATION

## Person Specification – Admin Assistant

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Maths &amp; English GCSE A – C, or equivalent</li> <li>• Evidence of CPD</li> <li>• Working knowledge of Microsoft Office</li> <li>• Ability to prioritise workload and apply flexibility including working hours due to demand of job</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 Business Administration</li> <li>• Experience of pupil databases</li> <li>• Experience of working within a similar environment</li> <li>• Report writing</li> <li>• Record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the Applicant's Certificates</li> <li>• Interview</li> <li>• Professional References</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Working knowledge and understanding of payroll legislation and accountancy standards</li> <li>• Awareness of Data Protection legislation</li> <li>• Minute taking</li> <li>• Good interpersonal and communication skills</li> <li>• Excellent literacy skills</li> <li>• IT competent</li> <li>• Excellent time management and organisational skills</li> <li>• Ability to work collaboratively with others</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on systematic, methodical approach where needed</li> <li>• High standard of accuracy and quality of work</li> <li>• Self-organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional References</li> </ul>

# PERSON SPECIFICATION (Cont.)

## Person Specification – Admin Assistant

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b>  These are qualities without which the applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Knowledge &amp; Skills (cont.)</b>	<ul style="list-style-type: none"> <li>• Ability to cope with demands and interruptions and to work under pressure</li> <li>• Maintain a professional relationship with staff and students, maintaining confidentiality and discretion at all times</li> <li>• Ability to use initiative</li> </ul>		
<b>Personal Competencies &amp; Qualities</b>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Patience</li> <li>• Willingness to work as a member of a team</li> <li>• To have a 'can do' positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to support colleagues due to workload commitments or staff absences</li> <li>• Adaptable and flexible</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional References</li> </ul>

# JOB DESCRIPTION

## Job Description – Admin Assistant

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Summary of The Role:

To provide administrative support to the SENCO, managing databases and co-ordinating reviews. Providing additional administrative support as and when required.

### Line Management Responsibility to:

SENCO

### Main Duties & Responsibilities:

#### General

- Promoting and safeguarding the welfare of children and young persons
- Performing all post duties in compliance with relevant health and safety regulations and codes of practice and with due regard for the health, safety and welfare of all premises users and visitors including contractors
- WKS recognises the importance of Continuous Professional Development (CPD) and is committed towards all staff having access to appropriate training. In order to enable our school and staff to develop and improve all staff have annual Appraisal or Performance Management meetings, individual targets are set consistent with our Annual School Development Plan – these targets are supported by our CPD programmes and access to training

#### Responsible either personally or through delegation for:

- Providing confidential word processing, administrative and clerical support for the senior leaders
- Support the SENCO and Admissions Officer in attending both assessment and annual review meetings, minute taking, preparation and distribution of reports and notification of follow up action
- Co-ordinate calendar of review meetings
- Prepare Annual School Reports, liaising with education staff
- Assisting in co-ordinating events and meetings
- Minute taking at meetings as required
- Providing typing/word processing and clerical support on pupil assessment and attainment and educational related matters
- To co-ordinate and manage all school policies and liaise with policy holders and governors
- Ensure pupil records and files are maintained and updated

# JOB DESCRIPTION (Cont.)

## Duties & Responsibilities (Cont.):

- Maintaining address lists for pupils, parents and external agencies as appropriate
- Assisting and covering for other administrative staff when required, to provide an efficient administrative and clerical service to all staff
- Provide cover for reception, at reception or by telephone, ensuring visitors are welcomed, comply with security procedures and relay messages as appropriate

### Deputy DPO:

- Undertake training on GDPR and understand the processes/regulations, keeping up to date with any changes
- Complete GDPR forms under the direction of the DPO
- Submit completed forms to the School's external GDPR advisors and receive responses
- Be the liaison between the School's external GDPR advisors and the School. Feedback to the DPO, if the School is instructed to take further action
- Contact any person or persons who may have been affected, under the direction of the DPO
- Manage SARS requests

### Other duties:

- You may also be required to undertake such other comparable duties as the Headteacher requires from time to time





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