



# WEST KIRBY SCHOOL & COLLEGE

*Changing Children's Lives*

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## Candidate Information Pack

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*For The Role Of:*

### **Business Administrator Apprentice (HR Department)**

Closing Date For Applications:  
**9am Friday 9<sup>th</sup> June 2023**





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

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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 CEO & PRINCIPAL



## Dear Candidate,

I am delighted that you are interested in joining West Kirby School & College as a Business Administrator Apprentice

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 Principal 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,

*Sian*

Miss Sian Thomas  
CEO & Principal

# EMPLOYEE BENEFITS

## Looking after you and your health

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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**

... And after 6 months of employment and membership of Benenden, you can:

- ✓ 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**

## Looking after you and your family in the difficult times

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

## Saving for the future

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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.

## Building your capability

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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**.

# ROLE OVERVIEW & APPLICATION PROCESS

## West Kirby School & College is seeking to appoint a Business Administrator Apprentice

**Salary: £10,296 – £20,319 per annum.**

**Hours:**

**Monday – Thursday 8.30am – 4pm**

**Friday 8.30am – 3.30pm**

**30 days Annual Leave + Bank Holidays**



### Role Overview:

An exciting opportunity has arisen to join our growing team. We are looking for an enthusiastic Business Administrative Apprentice to join the HR Department.

#### **Main Duties:**

- Assist with all recruitment activities
- Administration and recording of all pre-employment checks for new staff
- Assist with new staff inductions and other new starter communications, ensuring induction paperwork is completed and assisting new staff with obtaining keys, badges, IT equipment etc.
- Drafting job offers and contracts of employment for staff, update and maintain HR systems, inputting staff information accurately
- Maintain and keep up to date staff files and filling system. Archiving files in line with the records retention policy and Data Protection Act
- Archiving files/ online file management
- Administration of online filling system
- Preparing reports

You will join a friendly supportive team and will be working with a range of stakeholders, so the ability to work collaboratively and flexibly as part of a team is essential.

On successful completion of the Apprenticeship training, you will receive a Level 3 qualification in Business Administration.

### 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 CV's.

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.

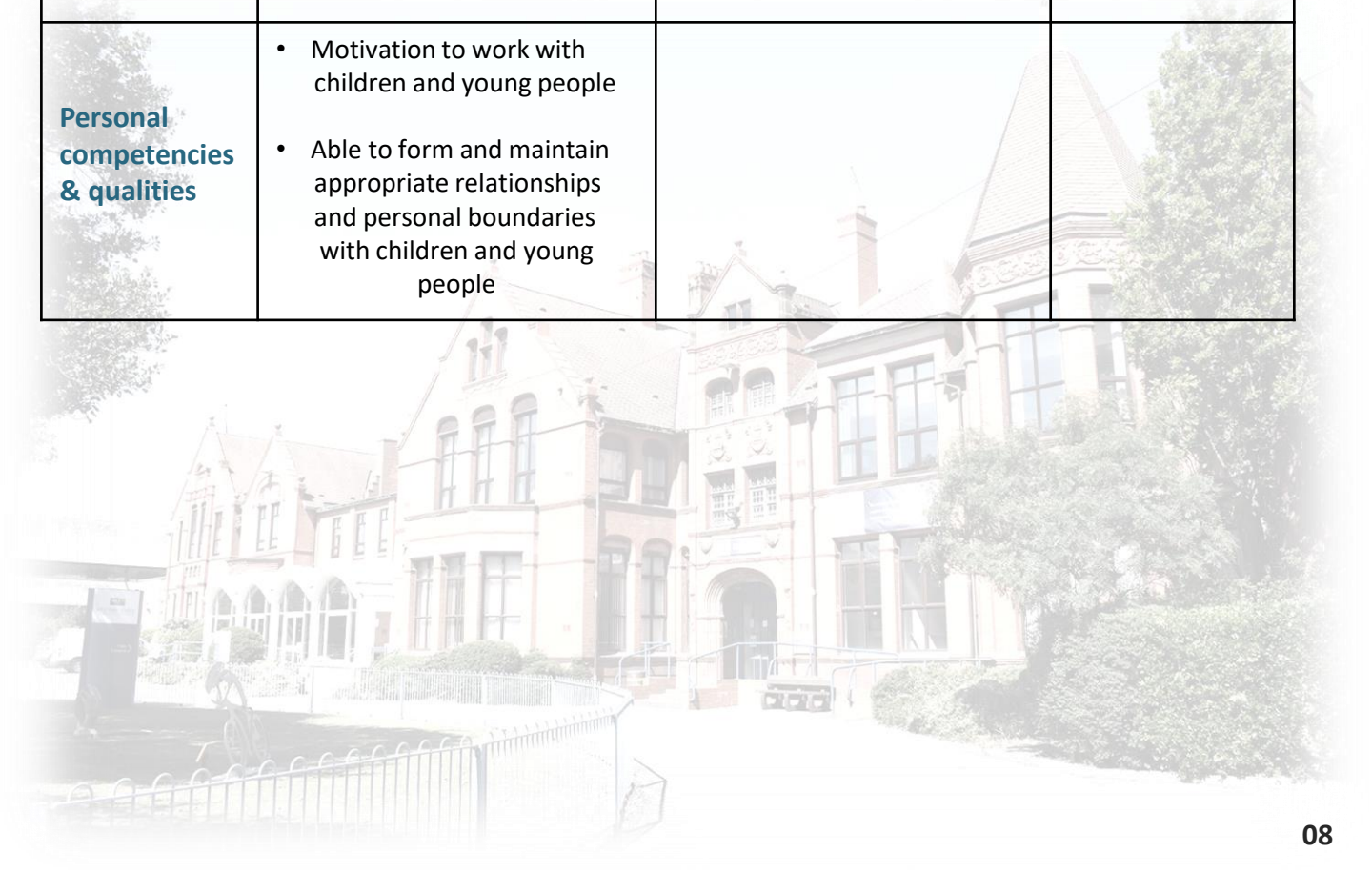
***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible***

# PERSON SPECIFICATION

## Person Specification – Business Administrator Apprentice

West Kirby Residential School 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</b>	<ul style="list-style-type: none"> <li>5 GCSE's grades A* – C / 4-9 or Functional skills level 2.</li> </ul>	<ul style="list-style-type: none"> <li>Driving License</li> </ul>	Production of the applicant's certificates
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent organisational and time management skills</li> <li>Effective communication skills</li> <li>Attention to detail</li> </ul>		Contents of the Application Form  Interview  Professional references
<b>Personal competencies &amp; qualities</b>	<ul style="list-style-type: none"> <li>Motivation to work with children and young people</li> <li>Able to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>		



# JOB DESCRIPTION

## Job Description– Business Administrator Apprentice

West Kirby Residential School 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 effectively administer and support the management of the School's HR Administration function. Handle sensitive and complex issues in a professional and confidential manner.

### Line Management Responsibility to:

HR Lead

### Main duties & Responsibilities:

#### General

- Dealing with incoming email, post and other paperwork.
- Providing lunchtime cover for reception, at reception or by telephone, ensure visitors are welcomed, comply with security procedures and relay message as appropriate.
- Assist with the creation and issuing communications to the whole school and individual staff
- Taking minutes of meetings when required

#### HR Administration

- Assist with the all recruitment activities including drafting adverts, placing advertisements, collating job applications, acknowledging applications and responding to applicant queries.
- Liaison with recruitment agencies, advertising publications and recruitment websites
- Arranging interviews, preparing interview schedules and facilitating the interview process
- Administration and recording of all pre-employment checks for new staff
- Assisting with new staff inductions and other new starter communications, ensuring induction paperwork is completed and assisting new staff with obtaining keys, badges, IT equipment etc.
- Drafting job offers and contracts of employment for staff
- Update and maintain HR systems, inputting staff information accurately
- Maintain and keep up to date staff files and filling system. Archiving files in line with the records retention policy and Data Protection Act.
- Drafting standard and ad hoc HR letters and documents pertaining to changes to terms and conditions of employment and other employment matters, including the drafting of some documents from scratch.
- Archiving files/ online file management
- Administration of online filling system
- Preparing reports
- Any other HR administrative duties as may reasonably required

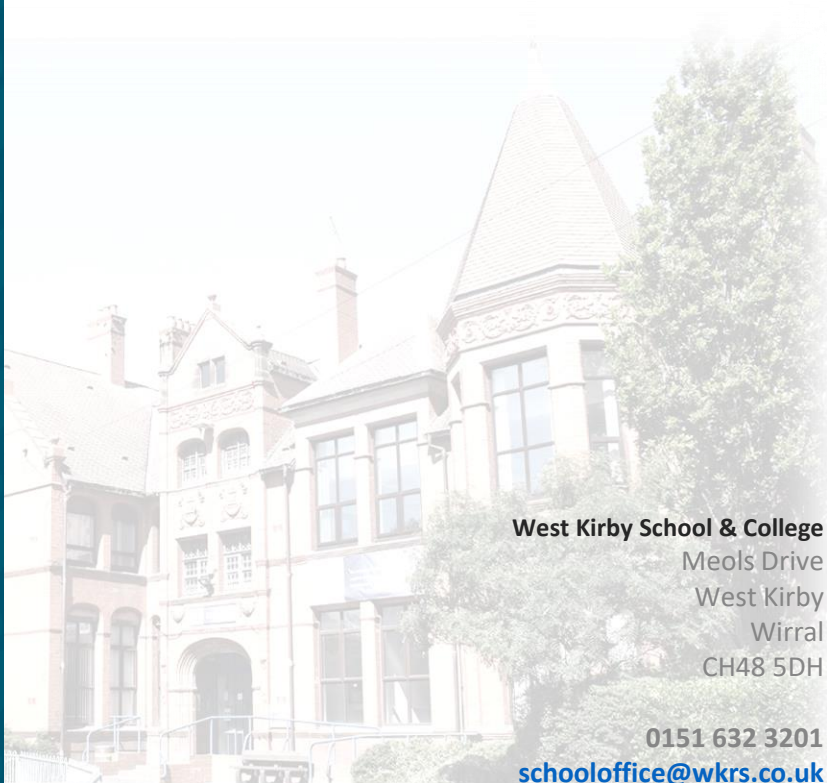
# JOB DESCRIPTION (Cont.)

- You may also be required to undertake such other comparable duties as the Principal/HR Lead requires from time to time.

## Duties & Responsibilities (Cont.):







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