

**WEST KIRBY
EDUCATIONAL TRUST**

A charity changing children's lives



Candidate Information Pack

For The Role Of:

**Business Admin
Apprentice (HR
Department)**

Closing Date For Applications:

Monday 25th May





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

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ABOUT OUR TRUST

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

West Kirby Educational Trust is a trust made up of two schools, Acre View Primary School and West Kirby School and College.

West Kirby School started as a Convalescent Home for children in the 1800s, became a Boarding School in 1905, and in 1979 the school’s name was changed to West Kirby Residential School. Gradually, more and more of the children became day pupils therefore the name was changed again to West Kirby School and College. In August 2024 the residential provision was closed.

Acre View Primary School was opened in the summer of 2024. The building was a former Nursing Home and is now being used to help young children blossom into kind and respectful young people.

As non-maintained special schools, West Kirby School & College and Acre View Primary School 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 school 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.

Liverpool and Chester with their wealth of art, culture and history are within easy reach.



WELCOME FROM OUR CEO



Dear Candidate,

I am delighted that you are interested in joining West Kirby Educational Trust as an **Business Admin Apprentice**

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

Welcome to West Kirby Educational Trust, 2 non-maintained special schools, with our first school West Kirby School and College 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, and opened a further school in Sefton. 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 Charity, 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 CEO of WKET, I would be delighted to welcome you to the Charity to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

Ms Sian Thomas
CEO

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 Educational Trust is seeking to appoint a Business Admin Apprentice

Closing Date For Applications: Monday 25th May

Salary: £22,380.80

**Hours: 32 hours per week
8:30am – 4:00pm Mon – Thurs, 8:30am – 3:30pm Fri**

25 days annual leave + bank holidays

Role Overview:

An exciting opportunity has arisen to join our growing team. We are looking for an enthusiastic apprentice to join our 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 contract of employment for staff, update and maintain HR systems, inputting staff information accurately
- Maintain and keep up to date staff files and filing systems. Archiving files in line with the records retention policy and Data Protection Act
- Archiving files/online file management
- Administration of online filing system, including moving all paper files to online systems
- Preparing reports

The successful candidate will achieve a Level 3 Business Administration Qualification

Application Process:

Application forms and further information can be found via the school website: www.wkrs.co.uk or contact 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 – Business Admin Apprentice

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

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs grades A* - C / 4 – 9 or Functional Skills Level 2 	<ul style="list-style-type: none"> • Driving Licence 	<ul style="list-style-type: none"> • Production of the Applicant's Certificates
Skills	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Effective communication skills • Attention to details • Able to work collaboratively and flexibly as part of a team 		<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References
Personal Competencies & Qualities	<ul style="list-style-type: none"> • Motivation to work with children and young people • Able to form and maintain appropriate relationships and personal boundaries with children and young people 		<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References

JOB DESCRIPTION

Job Description – Business Admin Apprentice

West Kirby Educational Trust 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 Charity's HR Administration function. Handle sensitive and complex issues in a professional and confidential manner

Line Management Responsibility to:

HR Manager

Main Duties & Responsibilities:

General:

- Deal with incoming email, post and other paperwork
- Provide cover for reception, at reception or by telephone, ensuring visitors are welcomed, comply with security procedures and relay messages as appropriate
- Assist with the creation and issuing communications to the whole school and individual staff
- Take minutes of meetings when required

HR Administration:

- Assist with all recruitment activities, including drafting adverts, placing advertisements, collating job applications, acknowledging applications and responding to applicant queries
- Liaise with recruitment agencies, advertising publications and recruitment websites
- Arrange interviews, prepare interview schedules and facilitate the interview process
- 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.
- Draft job offers and contract of employment for staff
- Update and maintain HR systems, inputting staff information accurately
- Maintain and keep up to date staff files and filing system. Archiving files in line with the records retention policy and Data Protection Act

JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):

- Draft 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
- Archive files/online file management
- Assist with the digitisation of all paper files
- Administration of online filing system
- Prepare reports

- Any other administrative duties as may reasonably required
- You may also be required to undertake such other comparable duties as the CEO/Headteachers/HR Manager requires from time to time



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