



WEST KIRBY
SCHOOL &
COLLEGE

Changing Children's Lives

Candidate Information Pack

For The Role Of:

IT Apprentice

**Closing date for applications:
9am Friday 9th 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.

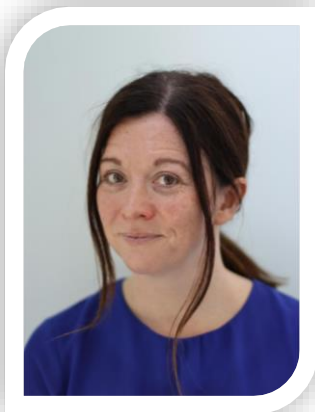
In tandem with this, we promote the development of **life skills, personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable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

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

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. 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

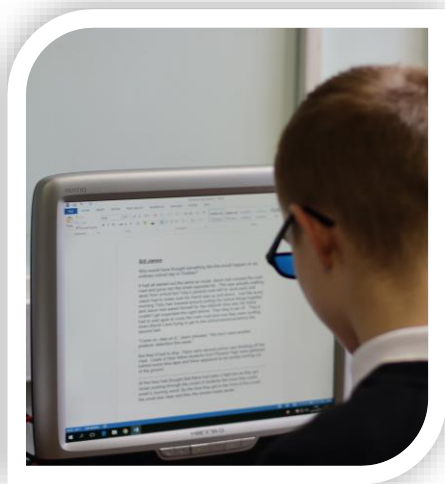
All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

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

Building your capability

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 an IT Apprentice

Salary Band: £9,609.60 - £18,964.40

Working 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 IT Department. We are seeking an enthusiastic IT Apprentice to join the team.

Working with the Head of IT, the IT Apprentice will assist with servicing ICT equipment and systems. The main duties of the role will also include:

- Keeping the asset management system up to date
- Ensuring IT issue tickets are responded to promptly and resolved as soon as possible
- Assisting with equipment upgrades
- Working closely with the Head of IT to implement security and usability improvements across the Charity.

On completion of the Apprenticeship training, the successful candidate will be a qualified Level 3 Digital Support Technician.

Application Process:

Application forms and further information can be downloaded from the school website: www.wkrs.co.uk or contact recruitment@wkrs.co.uk for further information. **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. West Kirby School & College is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees.

PERSON SPECIFICATION

Person Specification – IT 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.

	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 GCSE's grades A* – C / 4-9 or Functional skills level 2. 	<ul style="list-style-type: none"> Driving License 	Production of the applicant's certificates
Skills	<ul style="list-style-type: none"> Excellent organisational and time management skills To be able to communicate effectively Innovative and adaptable to work situations and emergencies 		Contents of the Application Form. Interview Professional references
Personal competencies and 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 Emotional resilience in working with challenging behaviours 	<ul style="list-style-type: none"> Adaptable and flexible Overcome barriers Detail orientated Outcome orientated 	Contents of the Application Form. Interview Professional references

JOB DESCRIPTION

Job Description– IT 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:

The IT Apprentice will maximise the effective use of digital office technologies, productivity software and digital communications. These will include collaborative technologies, and digital information systems.

Line Management Responsibility To:

Head of IT

Main Duties & Responsibilities:

- Assist with the servicing and maintaining of ICT equipment and systems.
- Ensure the asset management system is up to date.
- Ensure that IT issue tickets are responded to promptly and resolved as soon as possible.
- Assist with performing equipment upgrades.
- Assist staff and pupils with any ICT issues.
- Work closely with the Head of IT to implement security and usability improvements across the charity.
- Work with Google workspace, OSX/IOS, Office 365, Azure/active directory/group policy management and other deployments.
- Willingness to drive between charity sites if a solution to any issues cannot be achieved remotely.

Support for the school

- Be aware of and comply with the School's Code of Conduct, general policies, IT policies, security policies and procedures relating to child protection and health and safety, ensuring confidentiality, reporting all concerns to an appropriate person.
- Provide technical support to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Recognise own strengths and areas of expertise and use these to support others.
- Participate in in-house and external training and learning activities to improve knowledge and expertise in line with agreed performance management targets.

JOB DESCRIPTION (Cont.)

<p>Duties & Responsibilities (Cont.):</p>	<p><u>Other Duties:</u></p> <ul style="list-style-type: none"> •Undertake any other reasonable duties (as directed by the Operations Director or Principal) as may be required from time to time.
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Registered charity No.207790.

