

# WEST LEA SCHOOL RECRUITMENT PACK



HR & MARKETING ADMINISTRATOR



*A school without limitations*



Part of the Enterprise  
Cooperative Trust



# WELCOME TO WEST LEA SCHOOL

**Welcome to West Lea School, an inclusive environment where everyone is welcome, no matter who they are or where they come from. Catering for students aged 4-19 with special educational needs, our four campuses – Meridian, Haselbury, Learning for Life and Horizon – equip children with a ‘suitcase’ of skills to help them progress on to further education and into the world of work. While the world provides many obstacles, we believe in tearing down walls and encourage each individual to reach beyond their realities, take risks and above all, believe in themselves.**

As a part of a strong community, we are a group of people who work together to help each other, both socially and professionally. What makes a community strong is its agreement towards a common goal. ‘Learning without barriers’ is at the heart of everything we do, and our values are directly linked to all the work and support that goes on throughout the school community. We are a place of opportunity for growth and experience.

Promoting innovation, independence, kindness and inclusion, we want our students to leave West Lea in a position where they feel confident, not only in their academic abilities, but in themselves too. Working together, there is never a shortage of opportunities for our children to strive for greatness.

As part of this, West Lea is proud to be a member of The Enterprise Cooperative Trust (ECT) – a partnership of likeminded schools, charities, community groups and businesses, providing a holistic education which goes beyond academic achievement. [Enterprise Cooperative Trust](#) has a collective vision to improve education and life opportunities for all children and young people in Enfield. It challenges the ‘status quo’ by drawing on the expertise of the local community and neighbouring organisations to help our children flourish in the working world, both now and into the future.

With caring teachers and support staff, we offer a safe, secure learning environment and meet the daily pastoral and academic needs of all our pupils.

At West Lea School, we see ourselves as one big family. We help mainstream schools in the area by offering interim respite to those who need it and a school place for the few who cannot cope within a mainstream setting.

West Lea School is all about innovation, and as such, we are constantly evolving! The only true way to see what we can offer is by coming to see us and discovering why we believe you should make ‘our’ school, ‘your’ school. We have an open-door policy and would love to meet you.

**Paul Quinn, CEO of West Lea**





# OUR VISION AND VALUES:

**We believe in a world where everyone can flourish.**

To achieve our vision, children must feel valued. At West Lea we focus on what each child can achieve and celebrate their successes. Recognising that every one of our pupils has quite specific requirements, we also place great importance on personalised learning. By bringing learning to life through trips, clubs, work experience and other extra-curricular activities, we encourage independence and develop the interests that help prepare each child to take their place in society.

Through our experience, and the skills and expertise of the staff at the school, including the thoughts and wishes of our children and their parents, we seek to ensure that;

- Our children have access to support groups with their peers to help them develop friendships and interests.
- Each child receives high quality teaching, which develops social and self-care skills for future independence.
- Each child feels confident and respected by others and has the opportunity to experience success and achievement at every level.
- Each child benefits from the outcomes of physical and emotional wellbeing, as well as communication and personal safety, to encourage higher levels of enjoyment, achievement, and feelings of value and respect.

## OUR VALUES

As a school, we believe in working together towards one common goal. Our values are reflected in everything we do, at all levels, in order to inspire teachers, pupils, parents and the wider community:

- **Community:** We believe that every person at our school has something to offer, helping us to create a united environment. Our sense of community is founded on the fact that we all must work together to achieve the very best. Sharing a common purpose, each individual plays a key role in helping everyone to feel valued and a part of our 'big family'.
- **Inclusion:** We believe in creating a community for everyone, going the extra mile to ensure our children can flourish, no matter who they are or where they come from. We are prepared to take risks to ensure no one finds themselves isolated and alone, but instead become a place where each child feels part of the school and local community.
- **Innovation:** We believe in inspiring individuals to become creative thinkers, with the power and potential to make dreams become realities. We aren't afraid to tear down walls and build bridges and encourage creative, positive and hopeful mindsets that see beyond current realities and 'dream' of what can be.
- **Kindness:** We believe that one act of kindness can change a person's day and can even change lives. Therefore, we encourage children to always be considerate of other people's feelings and situations. In a world of judgement and exclusion, we inspire our community to always be caring and kind to others.
- **Learning for Life:** We believe in equipping young people with the skills that are key to leading a happy and successful life, both now and in the future. Every piece of wisdom, knowledge and encouragement is shared with the aim of setting them up for long-term success, both academically and socially. We encourage young people to develop the confidence and independence to succeed every step of the way, so they are empowered to overcome any challenges and embrace the opportunities they encounter in their lives.





## OUR ETHOS

West Lea is a school of independence and opportunity, with an ethos of empowering every child to be as independent as possible. Independence is a 'broad' term used in many ways and in differing contexts. The West Lea School ethos of 'Learning for Life' is based on the following principles:

- **Creating activities and experiences** – West Lea works to provide a greater variety of opportunities, enabling children to participate in mainstream activities within the local community and beyond.
- **Education and Learning** – We tailor teaching and learning specifically to each child's needs and make sure that they reach their full potential, building 'self-care' and 'life skills' within a stimulating learning environment.
- **Self-care and life skills** – West Lea works to educate, foster and develop children to manage as independently as possible, with or without support. Independence is seen as enabling each child to reach their full potential, leaving the school with a 'suitcase of skills'.
- **Feeling valued and respected** – We treat all children as individuals, involving them in making decisions, respecting their feelings and fostering their overall wellbeing.
- **Identity and self-esteem** – Developing a feeling of 'inclusion' is important to pupils as they form friendship groups. Staff at the school are sensitive to a child's identity and social integration, whilst ensuring that every child experiences 'success' and has his/her achievements recognised.





# THE CAMPUS

## Meridian Campus

Catering mainly for primary aged children, pupils at Meridian Campus are provided with exciting, inclusive and personalised learning opportunities, through which they develop a range of basic skills. In particular, they will build on their communication and independence so that they have solid foundations in place when moving to the Haselbury Campus and beyond.

At Meridian, children engage in exciting, rewarding activities that build both skills and confidence. For some that might mean working towards using money in a shop, whilst for others it could involve learning how to dress or make a snack.

Children also have the opportunity to take part in a range of enrichment activities, including residential visits, a wide variety of after-school clubs and sporting events throughout the year.

Our culture and ethos ensure that pupils have fun and are comfortable in their surroundings.

Children are welcomed, feel valued and their voices are heard from day one.

Partnership with parents is also a key part of the support that the children at Meridian Campus receive, and we encourage parents to join us for coffee mornings, as well as performances and review days.

We fully appreciate that every child is different, and work tirelessly to understand the motivations, goals and preferred methods of learning. Essential independence, communication, reading, maths and computing skills form the basis of our curriculum. Taught through a range of exciting topics the children receive an engaging and broad curriculum, so that each and every individual within our community feels equipped and prepared to 'take off' and move on to fantastic things at the Haselbury Campus.

## Dyson's Road (KS2)

174 Dyson's Road, Edmonton, N18 2DS

## Springfield Road (KS1-2)

Springfield Road, New Southgate, N11 1RR

**West Lea**

MERIDIAN CAMPUS



## Haselbury Campus

Catering for students from 11 - 14 years, our key focus is to provide exciting, inclusive and personalised learning opportunities, through which our young people can become equipped with the life skills needed in order to become confident and independent individuals.

Whether pupils come to us from our Meridian campus or from other primary and secondary schools, our carefully planned transition programme ensures that their very first experiences of Haselbury Campus are positive and that any anxieties about starting are lessened. Every child will be supported throughout their journey and will be made to feel welcomed and valued.

Our highly skilled staff lead exciting, rewarding activities that build both skills and student confidence, so that each and every individual within our community is able to reach their full potential. For some that might mean working towards independent travel and using money to do their shopping, whilst for others it could involve learning how to brush their own teeth or make a snack.

There is a wealth of opportunities on offer at Haselbury Campus, including residential trips, a wide variety of after-school clubs and a whole host of sporting and drama events throughout the year.

With students having different needs and specific requirements, we always make sure we understand their motivations, goals and preferred methods of learning. Essential independence, literacy, communication, numeracy and ICT skills form the basis of our curriculum, which leads to the development of skills that our children can apply in their own lives as they move towards adulthood.

Building relationships and working in partnership with parents is also vitally important to us and we organise regular events to involve our parents in their child's progress and the wider school community.

## Haselbury Campus (KS3)

Haselbury Road, Edmonton, N9 9TU

# West Lea

HASELBURY CAMPUS





## Learning for Life Campus

As our campus name 'Learning for Life' suggests, we want every student to leave us equipped with the skills necessary for the future. Catering for students from 14 – 16 years, our primary focus is to 'solidify' the work that has taken place at Meridian Campus ('Taking Off') and Haselbury Campus ('Flying High') and to take our pupils to a situation where they are 'Soaring'!

Through our broad and balanced academic curriculum that includes taster days at college, as well as opportunities that encourage creativity and independence, we aim to provide students with a hub of learning opportunities so they make an informed decision about which future pathway is right for them.

Staff at the Learning for Life Campus also work closely with parents, providing training sessions and workshops, to ensure that every child feels fully supported in their journey in striving for success in the future.

## Broomfield School

Wilmer Way, N14 7HY

## Chace ARP (KS3 & KS4)

Churchbury Lane, EN1 3HQ

## St Marys (KS1 & KS2)

Lawrence Road, Edmonton, N18 2HN

## Ponders End

219 – 221 High Street, EN3 4DZ

# West Lea

LEARNING FOR LIFE CAMPUS



### Horizon Campus

Our 'Horizon' campus caters for students from 16 – 25 years. We want to prepare our students for the exciting possibilities that are on their horizon as they leave education!

We aim to provide students with a hub of work experience, internships and placements and do so through our broad and balanced curriculum that includes taster days at college, as well as opportunities that encourage creativity and independence. Supporting students to scope out their future pathways in a clear and direct way means they will be able to take their place in society and make an active and meaningful contribution, knowing that they are valued for 'who they are' not just what they can do.

We continue to work closely with parents, providing training sessions and workshops, to ensure that every child feels fully supported in their journey in striving for success in the workplace.

### College

College of North, East London

### Learning for Life Centre

Cyprus Road, N9 9PG

# West Lea



HORIZON





# WE ARE PART OF THE ENTERPRISE COOPERATIVE TRUST



Enterprise Cooperative Trust is a not-for-profit foundation co-operative, which aims to extend the opportunities for all young people in Enfield by providing a holistic education which goes beyond academic achievement.

The Trust is a partnership made up of like-minded schools and organisations with a collective vision to improve education and life opportunities for all children and young people in the local community. We want to celebrate every child, no matter their ability and encourage them to not only realise – but also fulfil – their full potential.

Our young people are our future and we believe that, despite the challenges we may face, together Enterprise Cooperative Trust has the ability to go beyond standard ways of working and build a life changing community.

## Our aims and values

At the heart of our mission is the belief in providing truly inclusive educational opportunities for every young person, rooted in real life, real experiences and real people. As a Trust, we aim to:

- Provide appropriate educational opportunities to every child and young person, centred on their individual needs and future aspirations.
- Root all decisions and efforts in improving and building the local community whom we serve and to whom we are accountable.
- Work collaboratively with a range of stakeholders across sectors including, but not limited to, education, charities, local community groups and business partners.

As part of the wider cooperative movement, we champion a shared set of values including self-help, self-responsibility, democracy, equality, equity and solidarity. In addition to this, Enterprise Cooperative

Trust also champions its own individual values including –

- **Hope** - A future for all, that is brighter and better than current realities
- **Positivity** - Focusing on the innate potential of every person and confront real-life problems with a sense of optimism
- **Justice** - Offering every young person the chance to succeed through fair and equitable opportunities
- **Courage** - Challenging the 'status quo' through courageous leadership, providing a voice for the voiceless



# HR & MARKETING ADMINISTRATOR

Thank you for your interest in working at West Lea School.

We have an excellent opportunity for a HR & Marketing Administrator, who will support the administrative needs of the HR & Marketing Operations Manager and the HR & Marketing Coordinator.

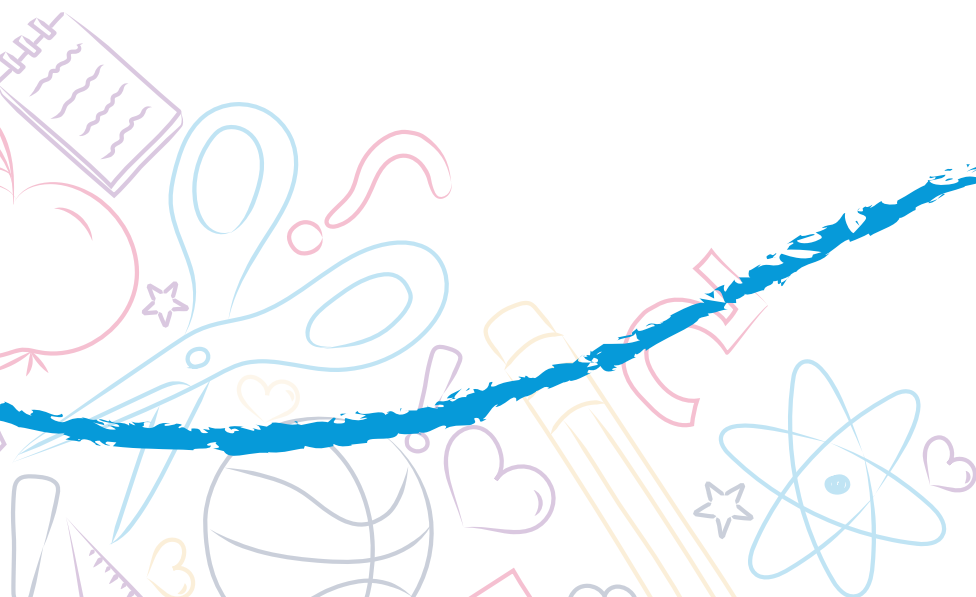
## **We are looking for an exceptional candidate who:**

- Has experience of working in a school/ office environment and can provide outstanding levels of service.
- Can ensure an effective administrative service in all areas of Human Resources, Marketing and Communications for the school.
- Has the ability to facilitate the updating and maintenance of the school's HR Hub and social media content to a high standard.
- Can provide high quality and accurate administrative support and demonstrate the same high standards as other team members.

## **We can offer you:**

- The chance to join a talented, highly committed and supportive staff team.
- The opportunity for CPD within the field of human resources in alignment with the requirements of the school.
- A continuously developing business structure with the opportunity for career development.

West Lea School is a popular and successful school. We are very proud of the school community and the way that we work together with the local area and in partnership with both mainstream schools and colleges, in a positive climate where students have every opportunity to thrive and succeed in acquiring a set of skills that enable them to experience "Learning for Life".





# JOB DESCRIPTION

## MAIN PURPOSE OF THE JOB:

- To support the maintenance of accurate HR records for all employees, agency staff and governors to an exceptional standard in line with the rest of the team.
- To assist the HR & Marketing Operations Manager and Coordinator in the administrative management of the school's human resources, marketing and communications interests.
- To act as a first point of contact for staff in relation to HR and Marketing queries and will ensure an effective administrative service in both areas, in line with the expectations required of the administrators' role.
- To maintain the school's HR Hub and social media platforms.
- To provide robust HR and marketing administrative support as required to the Director of Operations, CEO, HR & Marketing Operations Manager, HR & Marketing Coordinator and/or governors.
- To complete all administrative functions relating to HR, including but not limited to, submission and checking of timesheets, pre-employment checks and documentation, updating SAMS, setting up contracts on SIMS, liaising with the schools' personnel (where required), including videpay forms.
- Update the schools' internal databases (e.g. absences or maternity leave).
- Promote the HR Hub to answer employees queries about HR-related issues.
- Assist the payroll department by providing relevant employee information (e.g. leaves of absence, sick days and changes in work schedules/pay scales).
- Ensure that all volunteers, placements, agency staff and visitors are greeted on arrival and that they are provided with relevant school documentation and complete the agreed induction process.
- Offer support to users of HR systems (e.g. SAMS, SCR Tracker).

## PRINCIPLE RESPONSIBILITIES

### HUMAN RESOURCES:

- Maintain and update the School's Management Information System (SIMS. net) in relation to HR.
- Provide administrative functions for all recruitment, induction, appraisal, training and mentoring processes for staff, working under the direction of the Operations Manager and/or HR Marketing Coordinator.
- Maintain an up-to-date database of personal records for all members of staff regarding sick leave, annual holidays, timesheets and personal details, ensuring that the 'personnel checklist' for every employee is fully complete using HR systems where appropriate (e.g. SAMS, SCR Tracker).
- Develop and maintain constructive relationships and communicate with other agencies/professionals.

### TRAINING AND DEVELOPMENT:

- Book/Arrange courses and/or training for staff as directed by the Operations Manager.
- To record all staff training on the school's MIS.
- Provide administrative support for all aspects of Continuing Professional Development (CPD) for the School's staff in accordance with policies.
- Supply administrative support to the Operations Manager and HR & Marketing Coordinator in all processes related to staff development.

### PLACEMENTS:

- Provide administrative support for placements as required, inclusive of but not limited to; volunteer placements, school and college placements, apprenticeships, University Teaching placements and University Nursing placements.



### MARKETING:

- Provide administrative support for the compilation of the school's newsletter, leaflets and general publications. This includes ensuring distribution to relevant persons and/or channels.
- Support the HR & Marketing Coordinator in the operations of the school's websites and management of the social networking platforms.
- Organise the collection of photo consent or any relevant permissions necessary for any photos or materials used for marketing purposes.
- In order to do their job, the post holder will be trained and coached in the relevant procedures and policies of West Lea School. They will be expected to familiarise themselves with the school and policies and to seek advice and guidance from the line manager if required.
- The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

### CONTINUING PROFESSIONAL DEVELOPMENT:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.


### GENERIC REQUIREMENTS:

- To undertake any reasonable duty at the request and discretion of the Director of Education and/or CEO.
- The post holder will be expected to comply with West Lea's Schools policies and procedures at all times. These include, but are not limited to child protection, equal opportunities, data protection and health and safety.

### GENERAL RESPONSIBILITIES:

- Respond to all routine emails, letters, telephone calls and general enquiries.
- Manage diaries for all functions related to HR and Marketing.
- To make appointments, book meetings, updates schedules as directed by the Operations Manager and/or HR & Marketing Coordinator.
- Oversee stock control and ordering of supplies as necessary.
- Offer administrative support (e.g. photocopying, filing, emailing, printing) to the Director of Operations, Operations Manager (HR & Marketing) and HR & Marketing Coordinator.
- Participate in the organisation of HR and Marketing projects and/or events.
- The post holder is expected to uphold and comply with West Lea school's values at all times.

The post holder will be expected to be aware of and comply with West Lea's school policies and procedures at all times. These include, but are not limited to child protection, equal opportunities, security, confidentiality, data protection and health and safety. Any concerns should be reported promptly to an appropriate person.





# PERSON SPECIFICATION

## Introduction

This person specification is intended to assist both candidates and governors in the appointment process. The Governing Body and Leadership team recognise the importance of the role of the HR & Marketing Administrator and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate. Further, specific opportunities will be made available to help prepare and develop the successful candidate.

## Training and Qualifications:

	Essential	Desirable	Source
Relevant qualification in Human Resources or substantial relevant experience.		✓	AF
Relevant qualification in office administration or School Administration Foundation Certificate (or equivalent) and/or substantial relevant experience.	✓		AF

## Experience:

	Essential	Desirable	Source
Experience of working in a school or other relevant (education) setting.		✓	AF/I
Experience of working with a Management Information System (e.g. SIMS) and other relevant school/office administration systems.	✓		AF/I
Experience of working with various IT packages (MS Office etc.).	✓		AF/I
Experience of communicating on social media platforms.	✓		AF/I

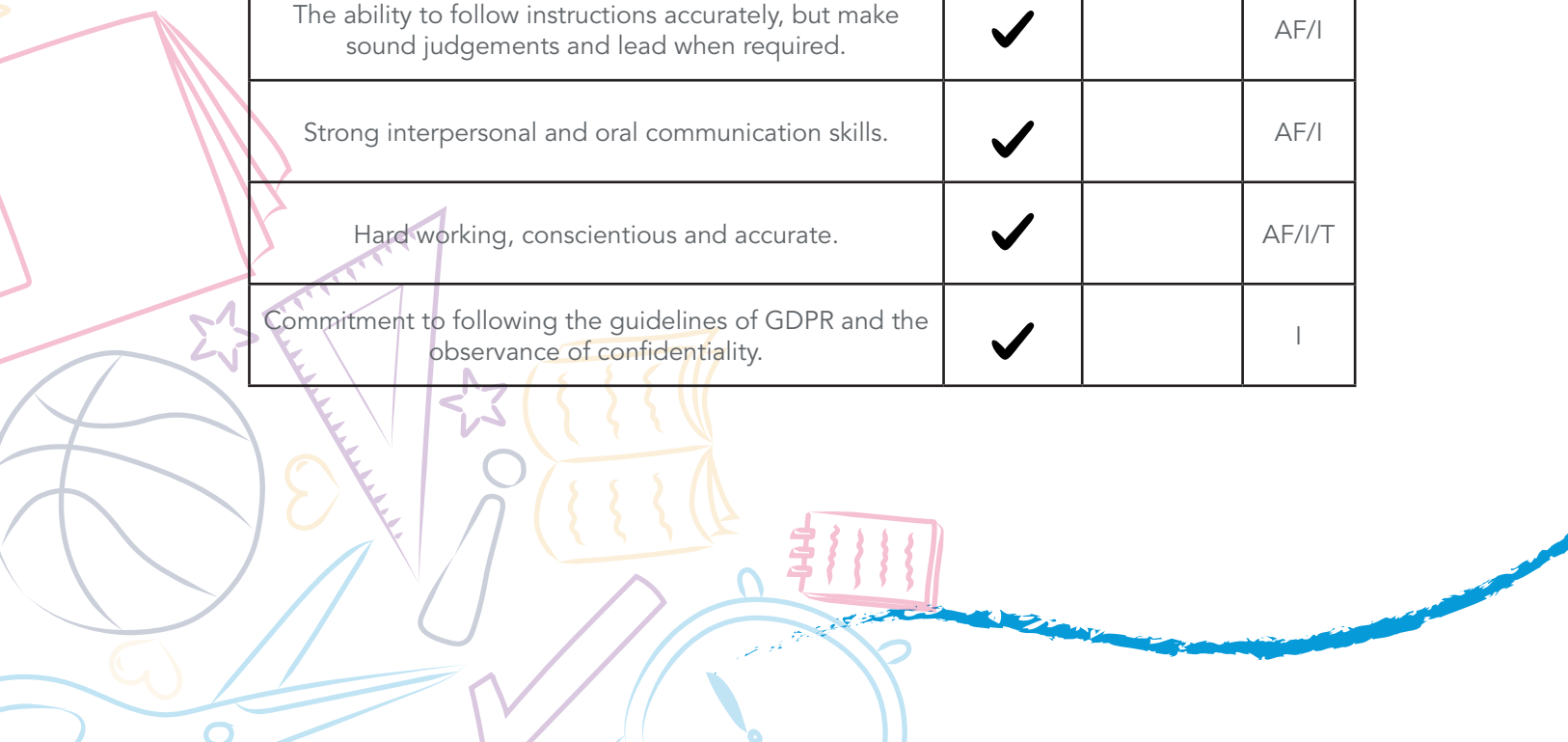


Professional Knowledge, Qualities and Abilities:

Knowledge

Applicants should be able to demonstrate a good knowledge of the following areas:

	Essential	Desirable	Source
Creative and innovative thinking.	✓		T
Flexible and approachable yet resilient under pressure.	✓		I
Ability to forge effective internal and external working relationships.	✓		I
Ability to work as a motivational team player with strong morale building skills.	✓		AF/I
Ability to adapt to change positively, and motivate others to do the same.	✓		AF/I
Commitment to upholding the values and vision of the school	✓		AF/I
Commitment to following safeguarding and CP guidelines and procedures.	✓		AF/I
Commitment to promoting equality of opportunity.	✓		AF/I
Evidence of continuing professional development, and willingness to expand levels of responsibility in accordance with the changing needs of the school.	✓		AF/I
High quality interpersonal skills with the ability to communicate effectively and appropriately with people at all levels.	✓		AF/I
The ability to follow instructions accurately, but make sound judgements and lead when required.	✓		AF/I
Strong interpersonal and oral communication skills.	✓		AF/I
Hard working, conscientious and accurate.	✓		AF/I/T
Commitment to following the guidelines of GDPR and the observance of confidentiality.	✓		I





**Personal Qualities and Abilities:**

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post to:

	Essential	Desirable	Source
Strong ICT skills for analysis and communication.	✓		
Model the values and vision of the school.	✓		I
Ability to communicate effectively in writing and orally to a range of audiences.	✓		AF/I
Flexible and approachable yet resilient under pressure.	✓		I
Access, analyse and interpret information.		✓	AF/I
Foster an open, fair and equitable culture.	✓		AF
Commitment to equality of opportunity.	✓		AF
Accept support from others including colleagues, governors and the LA where appropriate.	✓		AF/I
Prioritise, plan and organise themselves and others.	✓		AF/I
Think creatively to anticipate and solve problems.	✓		AF/I
Ability to see the big picture and have an eye for detail	✓		I
A sense of proportion (including a life out of school!)	✓		I
A command of spoken English that is sufficient to effectively carry out the duties of the role	✓		I

# APPLICATION GUIDANCE

To apply, please complete the application form at the following link – [www.westleaschool.co.uk](http://www.westleaschool.co.uk) and follow 'job vacancies'. To find out even more about us, please visit our website (above link), or check us out on social media. Or better still, come in and see us! We'd love to show you around our school and share with you our ethos. For more information, or to arrange a visit to the school, please contact – [humanresources@westleaschool.co.uk](mailto:humanresources@westleaschool.co.uk)

<b>Closing Date:</b>	3rd January 2022
<b>Interview Dates:</b>	w/c 10 January 2022
<b>Job start:</b>	ASAP
<b>Salary:</b>	NJC Scale 4 (Actual salary £20,198 - £21, 689 p.a. inc.)
<b>Contract Type:</b>	36 hours per week, 40 weeks per annum
<b>Contract Term:</b>	Permanent

West Lea School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.



## West Lea School

Haselbury Road Edmonton London N9 9TU

T: 020 8807 2656

E: [office@westleaschool.co.uk](mailto:office@westleaschool.co.uk)

[www.westleaschool.co.uk](http://www.westleaschool.co.uk)



@westlea\_school



[www.facebook.com/westleaschool](https://www.facebook.com/westleaschool)



## Meridian Campus

Dysons Road (KS2)

174 Dysons Road, Edmonton,  
London, N18 2DS

## Springfield Road (KS1-2)

Springfield Road, New Southgate,  
N11 1RR

T: 020 8807 2656

E: [office@westleaschool.co.uk](mailto:office@westleaschool.co.uk)

[www.westleaschool.co.uk](http://www.westleaschool.co.uk)



@Meridian\_Campus

## Learning for Life Campus

Broomfield School

Wilmer Way, N14 7HY

Ponders End

219 – 221 High Street, EN3 4DZ

Chace ARP (KS3 & KS4)

Churchbury Lane, EN1 3HQ

St Marys (KS1 & KS2)

Lawrence Road, Edmonton,  
London, N18 2HN

T: 020 8807 2656

E: [office@westleaschool.co.uk](mailto:office@westleaschool.co.uk)

[www.westleaschool.co.uk](http://www.westleaschool.co.uk)



@WestLeaLearning

## Haselbury Campus

Haselbury Campus (KS3)

Haselbury Road, Edmonton,  
London, N9 9TU

T: 020 8807 2656

E: [office@westleaschool.co.uk](mailto:office@westleaschool.co.uk)

[www.westleaschool.co.uk](http://www.westleaschool.co.uk)



@HaselburyCampus

## Horizon Campus

Learning for Life Centre

24 Cyprus Road, Edmonton,  
London, N9 9PG

College

College of North, East London

T: 020 8807 2656

E: [office@westleaschool.co.uk](mailto:office@westleaschool.co.uk)

[www.westleaschool.co.uk](http://www.westleaschool.co.uk)



@HorizonCampus\_