



# WEST KIRBY SCHOOL & COLLEGE

*Changing Children's Lives*

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## Candidate Information Pack

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*For The Role Of:*

## Domestic Assistant

Closing Date For Applications:  
**24<sup>th</sup> May 2024**





 **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 **Domestic 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 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

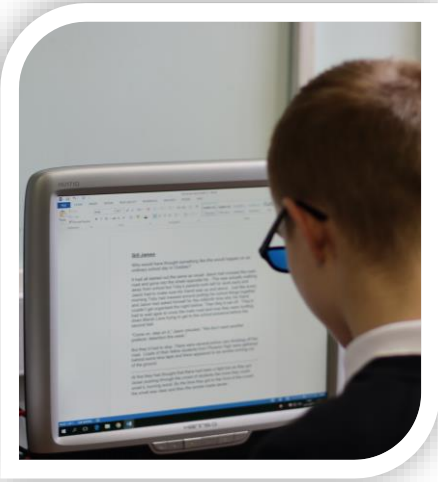
All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

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 enthusiastic Domestic Assistant

**Closing Date For Applications: Friday 24<sup>th</sup> May**

**Salary: £9,328.80 - £9,477.00 (pt 10 – pt 12)**

**Contract: Permanent / 52 week contract**

**Hours: 15 hours per week / 4:00pm – 7:00pm Mon – Thurs / 2:00pm – 5:00pm Friday**

### Role Overview:

The successful candidate will be responsible for ensuring a safe clean environment for pupils, staff and visitors. As a Domestic assistant, you will be assisting in the general cleaning of the building, serving and clearing dining and kitchen areas and maintaining a high standard of hygiene throughout.

What we're looking for:

- Significant site cleaning experience
- Knowledge of Health and Safety issues in a working environment
- Knowledge of COSHH within a working environment
- Maintaining stores/equipment
- Clean full driving licence

### Application Process:

Application forms and further information can be downloaded from 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.

All applications and data is processed in line with our Privacy Notice for prospective employees which can be found at [https://www.wkrs.co.uk/web/privacy\\_notices/483403](https://www.wkrs.co.uk/web/privacy_notices/483403).

# PERSON SPECIFICATION

## Person Specification – Domestic 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>Qualifications</b>		<ul style="list-style-type: none"> <li>Qualifications relating to Health and Safety and/or COSHH</li> </ul>	<ul style="list-style-type: none"> <li>Production of the applicant's certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant site cleaning experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school</li> <li>Ideally will have considerable experience and expertise as a cleaning contractor</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form.</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Physically fit and practically minded</li> <li>Innovative and adaptable to work situations and emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Able to collaborate within a team</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of Health and Safety issues in a working environment</li> <li>Knowledge of COSHH within a working environment</li> <li>Maintaining stores/equipment</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of working with pupils with complex special educational needs</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 – Domestic 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>Personal Competencies &amp; qualities</b>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours.</li> <li>• Positive attitude to use of authority and maintaining discipline.</li> <li>• Sense of Humour</li> <li>• Patience</li> <li>• Willingness to work as a member of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptable and flexible</li> <li>• Overcome barriers</li> <li>• Detail orientated</li> <li>• Planning skills</li> <li>• Cost conscious</li> <li>• Outcome Orientated</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional Reference</li> </ul>

# JOB DESCRIPTION

## Role Description– Domestic 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:

Assisting in the general cleaning of the building, serving and clearing dining and kitchen areas, maintaining a high standard of hygiene throughout.

### Responsibility to:

Head of Premises & Compliance / Domestic Supervisor

### Main Duties:

- Ensuring all areas of the school buildings are maintained to a high standard of hygiene and cleanliness. Including the schools residential properties.
- Preparation of dining areas, serving meals and clearing away
- Ensuring all cleaning equipment and machinery is kept in good repair and report any faults
- Ensuring Health & Safety standards are maintained and safe working practices adhered to within the section, being mindful of hazardous substances and COSH regulations.
- Safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- The following of all school's policies and procedures.
- Any other duties which may be required from time to time suited to the grading of the post.

#### Health and Safety:

- To support the Head of Premises & Compliance with responsibilities under the Health & Safety at Work Act for the safety of all users and visitors to the academy.
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Premises Manager as quickly as possible.
- To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.





The information in this brochure is correct at the time of publication. Subject to change. E&OE



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