



## School Administrator Recruitment Pack

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23<sup>rd</sup> April 2026

Dear Applicant

### **School Administrator vacancy at West Oaks**

Thank you for your interest in the post of Communication Support Worker at West Oaks School.

It is a real privilege to work and be a part of the West Oaks family and I wish you every success with your application. If you believe in excellence for everyone, please read on.

I hope you will enjoy reading through our recruitment pack and I look forward to receiving your application. Application forms should be completed in full, CVs will not be accepted.

Completed application forms should be returned through MyNewTerm by the closing date, Tuesday 12<sup>th</sup> May 2026 at 12 noon.

Please note that it is our policy not to accept late applications except in exceptional circumstances which are outside of your control. If we have not contacted you within four weeks of the closing date please assume that your application has been unsuccessful. I hope you will appreciate that the decision not to acknowledge unsuccessful applicants has been taken in the interests of cost effectiveness.

If you have a disability and require this information in a different format, please contact Liz Mason, Director of Operations.

I look forward to receiving your application. Good Luck!

A handwritten signature in black ink, appearing to read "K. Murray".

Keeley Murray  
Principal

**BOSTON SPA LEARNING** - Westwood Way, Boston Spa, Leeds, LS23 6DX Tel: 0113 3235871  
**HEADINGLEY LEARNING** – Buckingham Villas, Buckingham Road, Leeds LS6 1BP Tel: 0113 3235871  
**WOODHOUSE LEARNING** - Crowther Place, Leeds, LS6 2ST Tel: 0113 3235871



## INFORMATION ABOUT THE SCHOOL

### *“Excellence for Everyone”*

West Oaks School is an all-age 2-19 specialist provision catering for pupils with profound and multiple learning difficulties, severe learning difficulties, communication difficulties and those with a diagnosis of autism. The school operates over three locations.

Our main site is based in the inner city Meanwood area of Leeds and is known as Woodhouse Learning. Our Woodhouse site opened in September 2015 and due to demand for our places, we have added a £10 million extension to our site which opened in September 2021. This was completed for the start of the new term, September 2021. New facilities include 3G sports pitch, new rebound facility, life skills flat, science lab and multiple specialist areas.

Our provision based in Boston Spa, a village on the North East outskirts of Leeds opened in 1977 and has a strong focus on outdoor learning and has recently been refurbished to include new teaching areas, 16+ Bistro, daily mile track and MUGA.

Our third site, Headingley Learning, opened in September 2022 in a Grade II listed building, and when full, will provide a base for a further 125 West Oaks pupils, Training and Development Centre, Therapeutic support with a strong outdoor and inclusive curriculum.

All our sites, Boston Spa Learning, Headingley Learning and Woodhouse Learning embrace the same vision for educating children and young people. West Oaks is proud of its inclusive and innovative practice where every child and young person’s needs are met with no compromise. A place where we strive, alongside parents, carers, and Leeds LA to achieve the very best outcomes for everyone. The learning needs of all our pupils are at the core of our thinking, with a positive culture driving excellence for everyone within our school and college community.

Our learners reflect the wide ethnic and cultural diversity of the City of Leeds.

We design and teach a broad and balanced curriculum, highly differentiated through five distinct pathways to incorporate the needs, interests and motivations of all 500 learners. We celebrate individualism at all levels and have a reputation for being ever responsive to the needs of our pupils. We believe that pupils learn best and enjoy learning when they are actively engaged in practical experiences and are confident in established routines and our well trained staff contribute to this significantly.

### **Boston Spa Learning**

Boston Spa Learning is set within a small rural location and has been established in the village of Boston Spa, near Wetherby for over 45 years. It is very much a part of the village community, and we make

good use of the rural setting to enrich our curriculum. We have created real and meaningful work-based experience for our 16+ learners through our WeCanDo Company.

The pupils' abilities range from very early developmental levels upwards. Pupils are transported from all parts of Leeds and some travel from North Yorkshire making our pupil population rich and culturally diverse.

### **Woodhouse Learning**

Woodhouse Learning was established as a response to the growing pressures on high quality special school places in Leeds. The building was funded by the Education Funding Agency. West Oaks was asked to develop the provision from the plan and design stage, to build and then take on the leadership of the site to complement and expand the provision already established at Boston Spa.

Woodhouse Learning is based in the inner-city area of Meanwood, 13 miles from Boston Spa. The building covers 4 levels and is very modern and spacious in design. Pupils are transported from all parts of Leeds making our pupil population rich and culturally diverse. We currently have pupils from Early Years to Key Stage 5 at this site. A £10 million expansion was completed in August 2021 to provide additional accommodation to meet growing need for SEN places.

### **Headingley Learning**

Due to the demand for West Oaks places, we have expanded our provision for a third time. Our Headingley Learning site on Buckingham Road is situated only 1 mile from our Woodhouse Learning campus and complements our inner-city provision perfectly. This new provision opened in September 2022. Headingley Learning provides a further 125 places at KS2-KS5.

### **Vision and Values**

We pride ourselves on our educational philosophy knowing that whatever we do it is always children first and we strive for excellence for everyone within our school community.

### **Safeguarding**

We are committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formerly Criminal Records Bureau Disclosure).



## JOB DESCRIPTION

<b>Post Title:</b>	<b>School Administrator</b>
<b>Accountable To:</b>	<b>Director of Operations/Head of School</b>
<b>Location:</b>	<b>West Oaks School</b>
<b>Scale:</b>	<b>B3</b>

## PURPOSE OF THE POST

The purpose of the job is to provide a range of administrative support to ensure that high standards are maintained and that the school ethos across all curriculum areas are upheld.

At all times to work to raise the public image of the school and provide a welcoming, courteous reception to all school visitors.

Posts are recruited to West Oaks School. Staff may be required to work across our sites.

## Main Responsibilities

- To work as part of a team to provide an excellent administration service effectively and professionally
- To be the key first point of contact for parent/carers and external agencies and to pass messages to relevant member of staff
- Welcome visitors to the site and follow safeguarding protocols to ensure the wellbeing of all children
- Maintain a neat and well organised, welcoming and professional front of house environment
- Managing front office and act as first point of school contact as/when required
- Responsible for maintaining school money system and any other miscellaneous collection and banking of income, this includes dinner money, uniform, school trip and snack income
- To sensitively deal with requests and arrears and produce regular reports for the Finance Manager
- Maintain the Cool Milk system for pupil milk
- Provide school kitchen with daily dinner numbers and complete Form 7 return
- Respond to requests from parents/carers for school uniform, maintain uniform stock and request orders as necessary
- Record and administer petty cash as required
- Dealing with incoming/outgoing mail
- To prioritise work to meet conflicting deadlines
- To undertake administrative duties including:
  - Preparing more complex correspondence, record keeping, filing and photocopying
  - Managing meeting rooms and dealing with hospitality
- To input and keep pupil records up to date using computerised systems i.e. SIMS (pupil and pupil attendance data), ensuring the highest level of accuracy at all times
- To use IT applications and Databases effectively to deliver administrative tasks

- To collate and prepare information from a variety of sources
- To communicate effectively with internal and external agencies and colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To assist in the training of new team members
- Contribute and assist in the production of materials/prospectus to market and communicate the School aims effectively
- To ensure promotion and support of Equality and Diversity and Health & Safety
- To undertake varied administrative tasks as part of the admin team, including photocopying, filing, data input, cover at front desk, cover for absent colleagues, replenishing stationery and other items
- To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post

### **Relationships**

The post holder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers.

### **Economic conditions**

Grade:	Level B3
Annual Leave:	Term time only working (plus 5 days)
Hours:	<b>37</b> hours per week
Conditions of Service:	NJC Conditions apply

### **Prospects**

#### **Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

#### **Training**

The School encourages training both “in-house” and external to meet the needs of the individual and of the Service.

*West Oaks School is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formally Criminal Records Bureau Disclosure). We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

## EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
<b>Able to communicate effectively with a wide range of people</b>	*		A/I
<b>Able to input/ retrieve information from databases</b>	*		T
<b>Able to process documentation using Word</b>	*		T
<b>Able to accurately enter/retrieve data information from information systems</b>	*		T
<b>Able to work flexibly as part of a team &amp; show initiative</b>	*		A/I
<b>Able to prioritise work to meet conflicting deadlines</b>	*		A/I/T
<b>Able to demonstrate good numeracy &amp; literacy skills</b>	*		A/I
<b>Able to assist in the training of new team members</b>	*		A/I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
<b>Knowledge of general office procedures and practice</b>	*		A/I
<b>NVQ Level 3 or equivalent</b>		*	C
<b>Knowledge/qualifications demonstrating ability in numeracy and literacy</b>		*	C

EXPERIENCE	Ess	Des	MOA
<b>Experience of dealing with queries from a wide range of people</b>	*		A/I
<b>Experience of working in partnership with others to deliver work to set deadlines</b>	*		A/I
<b>Experience of providing customer focussed services</b>	*		A/I
<b>Experience of participating in teams and working on own initiative</b>	*		A/I
<b>Experience in the use of the Microsoft package</b>	*		A/I/T
<b>Experience of extracting and analysing data from information databases</b>		*	A/I

<b>BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
<b>Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.</b>	*		I
<b>Willing to carry out all duties having regard to an employee's responsibility under the School's Health and Safety Policies</b>	*		I
<b>To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives</b>	*		I
<b>An ability to respect sensitive and confidential work.</b>	*		I
<b>Commitment to own personal development and learning.</b>	*		I

<b>METHOD OF ASSESSMENT(MOA)</b>	<b>A = Application Form</b>
	<b>T = Test</b>
	<b>I = Interview</b>
	<b>C = Certificate</b>

## **GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM**

**You are advised to read the following notes carefully as, unless other preselection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible. Information you provide in the Application form will be treated as confidential.**

### **EXAMINE THE INFORMATION PACK**

All information packs contain, Application Form, Job Description and Person Specification, further information about the school, Equal Opportunities Policy Statement, Procedures in Relation to the Protection of Children: Disclosure of Criminal Background (if applicable) Requirements of the Asylum and Immigration Act 1996.

### **EQUAL OPPORTUNITIES**

The school is committed to offering equality of opportunity in employment regardless of race, sex, marital status, sexual orientation, disability, or age. To monitor effectiveness of Equal Opportunities policies we need to monitor the numbers of applications by sex, race, and disability. You are therefore requested to provide this information.

### **DISABLED APPLICANTS**

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants whose impairment prevents them from carrying out any aspects of a post are still encouraged to apply since it may be possible to change the duties of a post.

You are asked to indicate in the 'Additional Information' section of the Application Form whether your disability prevents you from undertaking any of the duties of the post and why. There is provision for information to be provided in large print and Braille or on tape. If you have difficulty completing the Application Form, you may alternatively submit a CV. However, this should still follow the same format as the Application Form. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. You are asked to indicate in the 'Additional Information' section of the Application Form any arrangements which may need to be made for you to attend an interview.

### **CANVASSING**

You must not canvass members of the school's Governing Body which includes Elected Members of the Council. This means you must not seek their support or attempt to ask them to influence the decision – if you do, you will be disqualified.

## CRIMINAL CONVICTIONS

Under the terms of the Rehabilitation of Offenders Act 1974, all school posts are classed as those for which applicants must declare all criminal convictions/cautions regardless of whether or not they are spent.

## RIGHT TO WORK IN THE UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live and work in the United Kingdom. Applicants will be expected to provide proof at interview stage of their eligibility to work in the UK.

## PRESENTATION

- Where possible please type your Application Form.
- Check the spelling and that you have answered every question.
- Remember to sign the Application Form to declare that the information you have provided is accurate.
- Always keep a copy of the Application Form for reference.
- Ensure that your Application Form arrives before the closing date, it is not the school's policy to accept late applications (although exceptions may be allowed in the case of disabled applicants who receive information in a different format, or who have difficulty in completing an Application Form).

## COMPLETING THE APPLICATION FORM

- **General.** Ensure that you read the application form fully before you write anything. Write out your application form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to disqualification.
- **Employment Experience.** Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible.
- **Qualifications.** Where specific qualifications are required for the position, this will be included in the Job Description and Person Specification. You should complete this section giving details of relevant examination results and grades. If your application is successful, you will be required to provide verification of these qualifications. Make sure you include any NVQ's which you are working towards or have obtained if you are applying for a non-teaching post.
- **References.** If you object to your references being sought at this stage, you may indicate this on the application form.
- **CV's WILL NOT** be accepted, with the exception of disabled applicants who have difficulty completing the standard application form.

## INFORMATION IN SUPPORT OF APPLICATION

- Please read the Job Description and Person Specification carefully, so you understand what the position involves.
- Ask yourself why you are interested in the position? For example, would it be a promotion or, alternatively, a good career move sideways to broaden your experience?
- Do not simply repeat your career history. Pick out skills, knowledge and experience required by the Job Description and Person Specification and provide evidence you possess them.
- Be as concise as possible, any additional information included should relate specifically to the post applied for.
- You may attach additional information in support of your application (**please ensure you clearly write your name and the job you are applying for on each additional sheet you submit**) but **IN NO CIRCUMSTANCES SHOULD THIS EXCEED TWO SIDES OF A4 PAPER**. This restriction does not apply to those applicants who declare a disability and provide additional information, in order that consideration may be given to a reasonable adjustment.
- **Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the Person Specification that can be assessed from the application form.** You must, therefore, give evidence which shows how you meet the specification. If the specification states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.
- Mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests.
- Above all, gear your application to this specific job.
- Internal applicants must not assume any prior knowledge by the shortlist and interview panel and must give full details.

## Recruitment of Ex-Offenders Policy

### 1. Introduction

The [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

### 2. Further information about conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

- in addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.
- applicants can be directed to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](#) which are now 'protected' so not subject to disclosure to employers

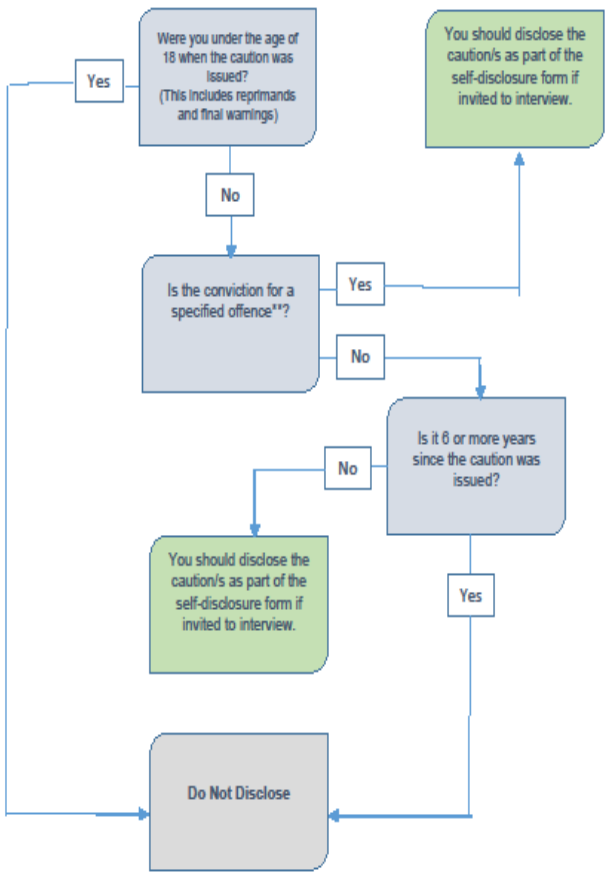
### 3. Policy

- As an employer assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), West Oaks School complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- West Oaks School undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
- West Oaks School can only ask an individual to provide details of convictions and cautions that West Oaks School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- West Oaks School can only ask an individual about convictions and cautions that are not protected
- West Oaks School is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background
- West Oaks School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- West Oaks School actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records
- West Oaks School selects all candidates for interview based on their skills, qualifications, and experience
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms,

job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- West Oaks School ensures that all those in the school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- West Oaks School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, West Oaks School ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- West Oaks School makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- West Oaks School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**Disclosure of a Caution**  
(this includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Disclosure of a Conviction**  
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

\*[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/335747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

