

# Information pack for candidates



**ST HILDA'S**  
CE HIGH SCHOOL

WISDOM  
HOPE  
COMMUNITY  
DIGNITY  
EQUALITY  
DIVERSITY

## Dear Candidate

Many thanks for your interest in St Hilda's and the post of Admin Apprentice.

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family. We chose our 5 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2023 SIAMS Keeping On Track report highlighted 'The school's Christian vision and associated values are at the heart of this church school. The inclusivity and celebration of the diversity of the school's community ensure that all feel welcome and valued as unique children of God.' We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as Admin Apprentice who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. Is this you?

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Michelle Phillips/Jacqueline Draper by email should you wish to arrange a visit [recruitment@st-hildas.co.uk](mailto:recruitment@st-hildas.co.uk)



Mrs Jo Code, Headteacher

I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special **Admin Apprentice** whose vision can take the department to the next level.

Thank you for your time,

A handwritten signature in purple ink that reads "Jo Code". The signature is written in a cursive, flowing style.

## St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1065 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone.

Building on foundations of **wisdom**, **hope**, **community**, **dignity**, **equality** and **diversity**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our NQTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.

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## Senior Leadership Team

**Jo Code**, Headteacher

Vision and values, curriculum, data, SEP, SIP, admissions, monitoring and tracking, QA systems policies.

**Karen Kearns**, School Business Manager

Strategic Finance, Premises; Maintenance, Development and staffing, Health & Safety, School Calendar, Service Contracts and performance, Catering, Lettings.

**Roy Bellmon**, Deputy Headteacher

St Hilda's College, IT strategy, Admissions and Appeals, Worship, SIAMS.

**Suzanne Harrison**, Deputy Headteacher

Behaviour and Inclusion. Deputy DSL, Inclusion, SEND, Attendance, Director of STEM.

**John Martin**, Assistant Headteacher

Deputy DSL, Behaviour support, Student Welfare, House System, Rewards and celebration, Friends of St Hilda's, parent engagement, transition.

**Liz Cowdell**, Assistant Headteacher

Quality of Education, Curriculum, Teaching and Learning. Exams & Assessments KS4, CPD.

**Andrea Howard**, Assistant Headteacher

Head of College, Teaching and Learning KS5, Data, ARR, Examinations and Options.

**Lisa Franks**, Executive SENDCo

SENCo, SEND, Looked after Children Champion, Vaccinations.

**Carina Bird**, Assistant Headteacher

Academic Catch-up and Lead T&L Team, Summer School. Quality of Education, PP Champions.

**Conor Merrick**, Associate Assistant Headteacher

Head of English, Literacy and Reading Intervention.

**Ben Norton**, Associate Assistant Headteacher

Early Careers and Appraisals. ECF Lead, ITT Lead.

**Nancy Martin** - Associate Assistant Headteacher

Head of Christian Distinctiveness & RE.

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# Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



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## Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

## St Hilda's CE High School

Croxtheth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: [info@st-hildas.co.uk](mailto:info@st-hildas.co.uk)

I: [www.st-hildas.co.uk](http://www.st-hildas.co.uk)

## Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

## Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

## Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.



**ST HILDA'S**  
CE HIGH SCHOOL

## Admin Apprentice

|                   |  |
|-------------------|--|
| Working time:     | Full time, Term time only plus 1 week - 35 hours per week 8.30am – 4pm<br>Fixed term 1 year with potential to extend |
| Salary:           | £10,000 per annum  |
| Disclosure level: | Post is subject to a current enhanced disclosure   |
| Reporting to:     | Headteacher's PA/ Business Manager, Admin & Reception/Pastoral team  |
| Working with:     | Headteacher's PA/ Admin & Reception/Pastoral team  |

### PURPOSE OF POST

An opportunity to work as part of a friendly, supportive and experienced administration team in a busy school environment. This position is offered as an apprenticeship to provide the candidate with the opportunity to acquire appropriate knowledge and skills in administration working in a school setting.

### REPORTING TO

Headteacher's PA/ Business Manager/Receptionist/Pastoral team.

### MAIN DUTIES AND RESPONSIBILITIES

- Deal effectively with visitors and parents both on telephone and face to face.
- Issue visitor lanyards and ensure all persons signed in/out, in accordance with safeguarding protocols.
- Take receipt of and accurately record deliveries, ensuring deliveries and returns are stored safely and securely and are signed for by the relevant recipient.
- Deal with enquiries, by email, telephone and in person, and to ensure accurate information is passed to the relevant parties in a speedy manner, maintaining confidentiality at all times.
- Maintain a neat and tidy reception area, ensuring school publications and other relevant information readily available for visitors.
- Be responsible for incoming and out-going post.
- Undertake a range of admin, financial and IT based tasks.
- Preparing letters, documents and posters using Microsoft products.

- Contact parents regarding absence in the event the Pastoral Leader is unavailable.
- Assisting with school events and administration of school trips and school lunches.
- Undertake financial administration as instructed by the School Business Manager.
- To work within school policies and procedures.
- Study Business Administration, training will occur in the workplace.
- Completing Pastoral administration tasks.
- Overseeing student services desk when required.
- Entering data onto MIS systems.
- Admin assistance in varying capacities across the school.
- Promote positive behaviour.
- Maintain safe environment for pupils.
- Liaise with staff and maintain effective working relationships.
- Carry out duty as required.

## GENERAL

- To support the Headteacher in promoting the Christian ethos of the school.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the corporate life of the school through effective participation in meetings.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety Policy.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the school, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

In your letter of application, please ***demonstrate*** how you meet these criteria.

Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.

**[A] Qualification requirements**

|  | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| ICT or equivalent qualification or experience  | E         |           | A      |
| Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2                 | E         |           | A/I    |
| Further professional development relevant to the post or a willingness to attend relevant training |           | D         | A/I    |

**[B] Experience**

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Previous experience working within a school |           | D         | A      |

**[C] Knowledge/Understanding**

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| To understand safeguarding procedures and referral points | E         |           | A/I/R  |

**[D] Personal Qualities and Skills**

|  | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Outstanding communicator                             | E         |           | A/I    |
| Outstanding interpersonal skills                     | E         |           | A/I    |
| Ability to meet deadlines/manage time                | E         |           | A/I    |
| ICT literate   | E         |           | A/I    |
| Commitment to the school Christian values and vision | E         |           | A/I    |

**[E] Pre-Employment Checks**

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Positive recommendation from all referees, including current employer | E         |           | R      |
| DBS Clearance post appointment  | E         |           | N/A    |

*(Source: A=Application (form+letter); I=Interview; R=Reference)*

**[F] Application Form and Supporting Statement**

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



## How to apply and the Selection Process

**Application Window: 25<sup>th</sup> September – 14<sup>th</sup> October at 9am**

Applications should be sent to: [recruitment@st-hildas.co.uk](mailto:recruitment@st-hildas.co.uk)

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.

**Formal interview at the school: To Be Arranged.**

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