



Database & Research Assistant

Working hours: Part time contract, 22.5 hours, days/times of work to be agreed

Salary: £18,000 pro rata

Start Date: Immediate

Merchant Taylors' Schools are looking for an enthusiastic and efficient Database & Research Assistant to join our busy Development team. The successful candidate will be able to demonstrate a proven track record in working with data and databases, quickly and efficiently processing information and working in a busy office environment. You will also be a confident communicator, with a real eye for detail and an enjoyment of data and research. You'll need to build rapport easily with colleagues at all levels, and should have relevant experience and the skills to succeed. You will be used to working under pressure to tight deadlines and have proven administrative skills.

Please note that we are happy to be flexible on days and hours worked to suit the successful candidate.

For further details and to apply, please visit www.merchanttaylors.com/vacancies returning completed application forms to recruitment@merchanttaylors.com or alternatively, post to Merchant Taylors' Boys' School, HR Department, 186 Liverpool Road, Crosby, Liverpool, L23 0QP.

Closing date: midday Monday 25 March 2019

Interview date: Monday 1 April 2019

Merchant Taylors' School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)