



School Secretary

Senior Boys' School

Salary Competitive

We are seeking an enthusiastic and motivated individual to provide a professional Administrative support for all aspects of the school's activity.

You will be able to work on your own initiative as well as being an active team member with experience of working in an office environment, you will be a team player with a flexible and proactive approach and excellent customer service skills. You will be able to prioritise your workload in a varied and sometimes busy environment. The role involves providing clerical support to deputy heads, group tutors and all teaching staff. You will be required to organise senior school parents' evening and support other school events.

You will be highly motivated, display outstanding attention to detail and have the ability to multitask with ease. It is essential that you are a strong team player with a positive, up-beat approach. You will possess excellent time management skills as you will often be expected to juggle conflicting priorities.

It is also important that you have excellent keyboard skills and know how to use all Microsoft packages to a high standard such as Word, Excel, Visio and experience working on school internal information systems would be desirable. As the role will also require you to work closely with the Executive Assistant, it is vital that you are discreet and confidential with all information concerning the School, Staff and Pupils.

This role will require you to work a minimum of 37 hours a week Monday to Thursday 8.00-4.00 and Friday 8.00- 3.30pm during School term times plus an additional four weeks outside term time, equating to 39 working weeks. A full time equivalent salary will therefore be prorated to allow for working 39 weeks.

For further details and to apply, please visit www.merchanttaylor.com/vacancies.

Candidates should submit an application form via email to recruitment@merchanttaylor.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP to arrive by Midday: Tuesday 26th November 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)