



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years



**MERCHANT TAYLORS' SCHOOLS',
LIVERPOOL**

Appointment of

School Secretary

Information for Applicants

Welcome to Merchant Taylors' Schools

Thank you for your interest in Merchant Taylors' School. I am delighted that you are considering working here. As a member of the Professional Services Staff you would play a pivotal role in supporting the school to deliver the very best in academic and pastoral and Other Half opportunities to our pupils.

Please take some time to look at our website <https://www.merchanttaylor.com/>, as this will tell you a lot about us and give you a taste of school life.

Merchant Taylors' is an independent Day School, which provides education for boys and girls aged 4 to 18 years old. Based in Crosby, to the north of Liverpool city centre, we serve a wide catchment area across Liverpool, Merseyside, Lancashire and Cheshire.

Our School is located on three sites, within walking distance of each other, the 'Schools' as a foundation incorporates 4 single sex schools with a co-educational reception to Year 2 department. The co-ed infants and junior girls are located on one site; junior and senior boys together on another site and the senior girls situated on the third site. Both senior schools have a dedicated single-sex sixth form.

Academic standards are high, with the best A Levels results for an independent school in the region, and there are excellent facilities for sport, music, art and drama. Whilst academic work is of prime importance, what happens in the classroom is only one aspect of a Merchant Taylors' education. Our aim is to deliver the best education for life.

The individual schools have all the benefits of single-sex education, however pupils also enjoy many opportunities to mix outside of the classroom through extra-curricular activities, drama productions and joint social events.

The Professional Services team led by the Director of Finance and Operations include the following functions; Finance, Procurement, Estates and Facilities, HR, ICT, Marketing, Admissions, Development and our Sports Centre business.

Founded in 1620 by John Harrison, citizen and Merchant Taylor of London, the Schools are proud of their historical links to The Merchant Taylors' Company and look forward to celebrating their 400th anniversary in 2020. This is an exciting time to join our Schools as we reflect upon our history, celebrate our community and focus on the future.



PROFESSIONAL SERVICES BENEFITS

Annual Leave

Full time staff benefit from 30 days annual leave (plus eight statutory bank holiday). The entitlement is pro rata for staff working part time or on a term time plus basis.

Employee Assistant Programme

Merchant Taylors' Schools' provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme.

Lunch

We pride ourselves on the exceptional quality and variety of the food we offer. Staff can enjoy free lunches in the Dining Hall during term time.

Parking

Free parking for staff is available on site.

Pension

Merchant Taylors' School runs a group pension scheme with Royal London into new staff are automatically enrolled on their first day of employment. The contribution rates are 4% from employee and 8% employer. Employees can contribute more percentage if you wish to.

Sports Centre Membership

Members of staff have automatic membership of the Gym, ay the Ian Robinson Sports Centre worth £16.50 per month during specially designed staff times.

Cycle to Work Scheme

The School is registered with Bike2Work for this Government scheme.

Merchant Taylors' Sports Centre - Ian Robinson Sports Centre



Job Description

Title: School Secretary (Merchant Taylors' Senior Boys' School)
Salary: Competitive
Reporting to: Executive Assistant

Job Summary:

To provide administrative support for all aspects of the school's activity.

Key Responsibilities:

- The role requires an enthusiastic and highly adaptable approach, utilising key communication, organisational, time-management and workload planning skills, underpinned at all times by confidentiality and diplomacy
- Provide clerical support to senior team members and other teaching staff
- Maintain the senior school current parent contact database records ensuring they are accurate and up to date
- Co-ordinate weekly after school and lunchtime detentions and monitor attendance
- Custodian of the School Calendar. Liaise with Assistant HM Co-curricular and update the school calendar highlighting any clashes
- Purchase stationery for classrooms. Ensure that teachers and pupils have all the necessary stationery. Co-ordinate the bulk yearly order and manage stock control of school supplies. Code and submit invoices to the Finance Department
- Organise senior school parents' evenings through the provision of materials, the ordering of catering and facilities, booking of IT/equipment, and preparing invitations/seating plans
- To participate in the co-ordination of and attend some school events including open mornings and evenings, entrance exam day, award ceremonies, external exam days, etc. This will involve some out of hours working
- To support the Executive Assistant as necessary and support other members of the admin team during busy periods
- Compiling School communications and writing to parents and staff at the request of the Headmaster
- Proactively dealing with all correspondence within the Schools office, both electronically and paper based. Producing clear correspondence in emails, letters, briefing papers, reports, presentations and timetabling communications
- Computer literate – good skills in Word, PowerPoint and Excel

- General office duties including photocopying, sorting/distributing department post, maintaining efficient filing system (both manual and electronic)
- Assisting with the arranging of meetings, including scheduling these in the calendar, preparing papers, attending meetings to record minutes, and liaise as appropriate with staff and parents
- An understanding and appreciation for confidentiality and safeguarding
- Cover for receptionist on occasion

Marketing:

- To be an ambassador for Merchant Taylors' School; representing the School with professionalism, enthusiasm and loyalty at all times
- To understand and appreciate the ethos, aims and objectives of Merchant Taylors' School, and be able to relate these to the wider community when required/asked
- To assist with Open Days and other events where applicable and as directed by the line manager

Essential Requirements for the role

- Bring extensive secretarial and telephone skills to the role
- Excellent verbal and written communication skills
- Qualification in English Language A – C
- Positive approach and 'can-do' attitude.
- Prioritise workload effectively and efficiently, completing high volumes of workload as and when demands require. Availability out of hours may be required when special circumstances apply such as attendance at formal school events
- Communicate effectively and professionally when engaging in all aspects of school life including to our parents/stakeholders/staff/students/Governors
- Show resilience in dealing with deadlines and priorities in a busy school environment
- Show a highly organised and calm professional attitude at all times showing a proactive not reactive attitude to the role

Desirable Requirements for the role

- Experience of working in a school environment
- Knowledge of school management information systems
- Qualifications in business and administration
- Shorthand skills

Safeguarding Statement

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.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

Application Process

Candidates should submit an application form to the Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP or alternatively email to recruitment@merchanttaylors.com

Closing date: midday **26th November 2019**