



Merchant Taylors'
School

**Merchant Taylors' School,
Liverpool**

Appointment of

Facilities Assistant - Caretaker

Candidate Brief and
Information for Applicants

Merchant Taylors' School
Liverpool Road
Crosby
Liverpool
L23 0QP

Tel: 0151 928 3308
www.merchanttaylors.com

About Merchant Taylors' School

In 2020 our historic independent school in Crosby, Liverpool celebrated its 400th anniversary. We are widely recognised as one of the finest schools in the North West of England with a rich heritage of educating girls and boys aged 4 to 18.

We occupy three sites in Crosby and each School is within close walking distance;

Stanfield Preparatory School - Coeducational Reception to Year 6

Merchant Taylors' Boys' School – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

Merchant Taylors' Girls' School – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

Alongside a rigorous academic curriculum, we offer an abundance of other opportunities, including a vibrant range of clubs and sporting activities designed to inspire and develop the talents of each pupil. Whether it's on the stage, in the concert hall, on the sports field or working in the community, our pupils will have the chance to grow in areas outside the classroom.

Our inspiring teachers seek to nurture a spirit of inquiry and curiosity in all our pupils, helping them to develop to their fullest potential. We also have a committed and highly professional team of support staff who are an integral part of the School which help to create a caring and supportive learning environment. Learn more about us and why we are proud to be investing in potential by viewing our 5-year strategy 2022- 2027:

<https://www.merchanttaylors.com/strategy/>

A Single Co-education School From September 2025

From September 2025 Merchant Taylors' Girls' will join Merchant Taylors' Boys' to create a single, co-educational senior school. The newly created school will be co-educational for all pupils aged 4-18, creating one school, one community, with one vision.

This strategic development allows us to broaden and strengthen our academic provision, while developing new opportunities and ensuring that access to those opportunities is the same for every pupil at Merchant Taylors'. The single, co-educational school will be based at the current Boys' School, which will be known as the Harrison Site.

Re-modelling our structure to become co-educational will provide greater operational and financial efficiency and will allow the School to help ensure that every pound generated in fee income from parents is invested to support the pupil experience. Uniting the Senior Schools on one site will mean that we can invest in one estate, refurbishing and developing it to meet, and indeed exceed, the requirements of all our community.

Merchant Taylors' School has a remarkable history, with every right to be proud of its achievements over the last 400 years. However, there is no room for complacency. The world is changing fast and we need to move with it whilst staying true to our founding purpose 'for the teaching, educating, and instructing of youth'. The core of our strategy is the creation of a more outward-looking school which reflects modern society, generous in its commitments to partnerships and service to others, inclusive and diverse in its outlook, forward thinking and

digitally acute, operating with the advice of, and in partnership with those at the cutting edge of change and with the schools around us. Society continues to evolve and it is our firm intention that the School adapts accordingly with agility and integrity.

In undertaking this change, the Governors are determined to retain all that is good from both the Girls' and Boys' Schools. This will ensure that both the new co-educational Senior School, and indeed Merchant Taylors' as a whole, becomes the best future-facing version of itself, understanding and serving the needs of its community as it has done for the last 400 years.

Merchant Taylors' Sixth Form (Boys & Girls): Our Sixth Form model already involves a blend of single sex and co-educational experience for our A' Level students - this will continue and expand towards the Sixth Form becoming fully coeducational by September 2024.

The Post

To provide the School/s with an effective and efficient Caretaking service to agreed quality standards, including security, portage and maintenance of School sites and premises, thereby ensuring a safe working environment for pupils, staff and visitors. This service will be delivered through a rotational shift system across the School's Estate to cover the hours of 06:30am to 2:30pm Monday to Friday (Early shift), 08:00am to 4:30pm (Mid shift) or 12:30pm to 8:30pm Monday to Friday (Late Shift) and 07:30am to 12:30pm on a Saturday every other week. (Average working week of 37.5hrs). The job requires the post holder to be active around the school. There is a considerable amount of walking involved due to the requirement of locking and unlocking of School buildings and gates, checking doors and windows, climbing stairs, carrying keys, tools and manual handling.

Key Responsibilities:

- Under the direction of the Facilities Team Leader, be responsible for the security, maintenance and use of the School sites, buildings, and vehicles.
- Under the direction of the Facilities Team Leader, undertake repairs and maintenance tasks as directed.
- To assist the Facilities Team Leader with Health & Safety requirements including regular School site inspections ensuring all documentation is completed and kept up to date as required by legislation.
- Under the direction of the Facilities Team Leader provide support for fellow colleagues during periods of absence and busy periods across the school sites.
- To safeguard and promote the welfare of children and young people.
- To safeguard and promote the reputation of the school.
- To take all reasonable steps to safeguard personal health and safety and that of the School pupils, staff and visitors.

Key Duties:

Security and Access:

- Lock and unlock school premises.

- Maintain the security of the grounds and premises and their contents, including the operation of fire and burglar alarms systems and provide keyholder responsibilities
- Provide appropriate cover for after school activities on a rotational basis, beyond standard working hours.

Health and Safety:

- Ensure that all duties undertaken are carried out in accordance with Health & Safety Legislation, requirements and best practice.
- Ensure statutory checks are undertaken and log books are completed, notifying the Facilities Team Leader / Head of Estates and Facilities of any concerns.
- Ensure that the Schools' fleet of vehicles are safety checked weekly and fuelled.
- Adhere to all School Health and Safety policies and procedures.
- Maintain documentary records of all work requests in support of regulatory requirements.
- Report any potential hazards, faults or problems to the Facilities Team Leader.
- Attend and satisfactorily complete all training as identified to be relevant to the role, whether organisational or of a statutory nature.
- To carry out duties in a manner which minimises the incidents and accidents within the Department, particularly promoting a safe working environment.
- Ensure that all accidents are reported in the accident book.

General Maintenance of the Buildings, Services and Equipment:

- Ensure that work requests are completed in good time, conditional on the urgency of the request keeping customers informed of progress / completion.
- Assist in the maintenance and upkeep of premises, including buildings, fixtures, fittings and furniture especially in order to eliminate potential hazards.
- Delivery of the Schools' internal and external painting and decorating as required.
- Escort, assist, monitor and work with (as required) contractors working for the Schools.
- The maintenance of good lighting throughout the Schools including the replacement of bulbs and tubes and the cleaning of diffusers to light fittings.
- The operation of the heating plant on a daily basis so that the required temperatures are maintained in the School premises and an adequate supply of hot water is available.

Furniture and Goods – Removal and Portage

- The moving of furniture within the Schools in preparation for lessons, assemblies, special occasions or meetings as required
- The prompt removal of broken furniture for repair or for discarding.
- Portage duties including the receipt of packages, furniture, equipment and other School supplies and the transfer of deliveries within the Schools in a timely manner.
- Transportation of internal post / parcels / materials across the Schools estate.

Site Appearance

- All areas of the Schools are free from litter.
- All litter bins outside the School buildings are emptied frequently.
- All leaves are removed from grids and that the grids are free flowing. Paths and driveways, car parks and play areas to be swept and kept clean and tidy.
- Undertake all other duties as required by the Facilities Team Leader or other senior member of staff.

The safeguarding responsibilities of the post include:

- The provision of a safe environment in which children and young people feel heard
- Being aware of the indicators of abuse and neglect
- Ensuring vigilance in recognising changes in behaviour or mood
- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy
- Attending Safeguarding training and updates as requested by the School

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

This job description is current at the date of advertising but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be agreed between the post holder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

Personal Specification

Job title – Facilities Assistant – Caretaker		
Criteria	Essential	Desirable
Qualifications		
<ul style="list-style-type: none">• Numeracy and literacy skills• Full UK Driving Licence• First aid certificate• Manual handling• Working at Height	✓	✓ ✓ ✓ ✓
Experience		
<ul style="list-style-type: none">• Previous experience in a similar or same role• General practical skills and/or maintenance experience• Trade qualification in Joinery, Carpentry, Electrical, Painting and Decorating or Plumbing	✓ ✓	✓

Skills & Abilities		
<ul style="list-style-type: none"> • Must have a flexible approach to working hours • Ability to work as part of a team • Ability to work in accordance with the school's Health and Safety policies • Ability to work to deadlines • Ability to work on own initiative • Ability to plan and prioritise duties • Good oral and written communication skills • Good organisational skills, including the ability to adapt to changing workload demands and new workplace challenges • Be computer literate 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Knowledge		
<ul style="list-style-type: none"> • Awareness of Health and Safety procedures / regulations. • knowledge of using a computer • Knowledge of plant / boiler room systems + equipment • Experience of site security & safety, including use of intruder & fire alarm systems • Previous experience of using commercial heat, light, and water systems • Working knowledge of Health and Safety procedures and regulations • Knowledge of site maintenance and good practices in building services, e.g. heating, plumbing, carpentry and mechanical and electrical awareness • Willingness and ability to acquire further appropriate training and skills 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Personal Attributes		
<ul style="list-style-type: none"> • Willingness to work overtime • Reliable and dependable • Flexible and positive outlook and attitude • Ability to work on own or as part of a team • Ability to carry out duties and manual handling • Customer service focus 	✓ ✓ ✓ ✓ ✓ ✓	
Other		
<ul style="list-style-type: none"> • Personal commitment to continuous self development 	✓	

Terms and Conditions

The post holder is expected to work 37.5 hours per week with a 30 minute unpaid lunch break.

The hours and days of work will be delivered through a rotational shift system across the School's Estate to cover the hours of 06:30am to 2:30pm Monday to Friday (Early shift),

08:00am to 4:30pm (Mid shift) or 12:30pm to 8:30pm Monday to Friday (Late Shift) and 07:30am to 12:30pm on a Saturday every other week. (Average working week of 37.5hrs).

The role is permanent and subject to a 6 month probationary period.

Benefits

The successful candidate will be able to take advantage of a number of benefits which include:

- Working as part of a committed and talented team of professionals
- Competitive salary
- Membership of the Schools' support staff pension scheme
- Pension scheme benefits include life insurance, bereavement counselling and a probate helpline
- Access to our on-site fitness suite
- Access to our employee assistance programme providing a 24-hour counselling and advice line
- Support for your continuous professional development

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 safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Applications and Deadline

For more information about Merchant Taylors' School, Liverpool why not visit our website <https://www.merchanttaylor.com/>

If you would like to apply for this rewarding role please go to www.merchanttaylor.com/join-our-team/support-staff-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.

Closing date: is Monday 29th April 2024 at midday, however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.