



## **Merchant Taylors'** **School**

Ambition | Character | Excellence

### **Merchant Taylors' School** **Crosby, Liverpool**

#### **Part-time Receptionist Term Time Only**

**Salary: National living wage**

**Hours: 22.5 per week, 8.00am to 12.30pm**

An excellent opportunity has arisen to join Merchant Taylors' School, Liverpool. Based in Crosby, our historic school celebrates a long and distinguished history as a leading school in the region. With over 400 hundred years of tradition, we aspire to be a forward-thinking developing and progressive centre of learning. We have three sites, Stanfield is our mixed primary school for children aged 4-11. Senior Boys for ages 11-18 and Senior Girls 11-18, the schools are all within a few minutes walking distance of each other.

We are seeking to appoint Monday through to Friday a Part-time receptionist at Merchant Taylors' School, Crosby. We are looking for someone who is professional, vibrant and engaging to be the first point of contact for our pupils, parents and visitor's. The role has administration duties and previous experience of working in a school is an advantage although not essential.

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.

**We are proud to offer a first-class range of benefits to all our colleagues at Merchant Taylors including;**

- Competitive pay and flexible working opportunities.

- Support staff receive pension benefits that see their employer contributing 8% a month to their pension.
- We provide free fitness facilities to our colleagues who can access the fitness suite where they can train exclusively between the hours of 7.15am – 9.00am and 4.00pm – 6.00pm.
- All colleagues are provided with access to our employee assistance programme which offers a counselling and advice helpline 24/7 for them and their immediate family.
- We also provide a supportive working environment where your continuous professional development is a priority and shared learning is encouraged working amongst a team of talented professionals.
- We provide all our people with £25.00 towards the cost of an eye test and contribute £50.00 towards the cost of a prescription if you require glasses for VDU use.
- Free onsite car parking.
- Book worms can enjoy loaning books from the Merchant Taylors school library.

### **School 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.

Candidates are strongly encouraged to visit the school website for more information about our thriving school, which offers an exceptionally rich curriculum and strong sense of community [www.merchanttaylors.com](http://www.merchanttaylors.com)

Candidates should request a Job Description and an application form via email at [recruitment@merchanttaylors.com](mailto:recruitment@merchanttaylors.com)

Closing date: midday Friday 16<sup>th</sup> June 2023.