



Merchant Taylors' **School**

Ambition | Character | Excellence

Merchant Taylors' School, Liverpool

Appointment of Casual Holiday Club/Leisure Assistant

Candidate Brief and Information for Applicants

Merchant Taylors' School
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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.

The Post

We are seeking to appoint a Casual Holiday Club/Leisure Assistant to work in the Ian Robinson Sports Centre, Merchant Taylors' School. The position will see the successful applicant delivering the following key responsibilities:

- Act upon the guidance and instruction of the Duty Manager to ensure that each environment within in the Centre and surrounding premises are fully equipped with the necessary equipment and adhere to the appropriate risk assessments and standards.
- Ensure good housekeeping within all areas of public consumption and record appropriately.
- Conduct regular visual checks of all areas within the Centre and surrounding areas looking for unusual practice, damaged items or structural defects and lost property. Reports all issues to the Centre management.
- Liaise closely with Centre Management regarding membership and booking enquiries and perform all necessary administration duties such as taking payments and recording the attendance of subscribed members in the absence of management.
- Follow all Health & Safety Procedures and the Merchant Taylors' School Safeguarding Children and Child Protection Policy.
- Be prepared to regularly carry out work during evening and weekend periods.
- To organise and deliver Holiday Club sessions and children's sports parties for children aged 5-11 years.
- To supervise in a range of sports at a local level.
- To pay due diligence to any potential safeguarding concerns that may arise and report to the Duty Manager if necessary.
- To assist and support other supervisors, activities co-ordinators and Centre management in delivering high quality children's activities.
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage young people to participate in sport or physical activity.
- To engage all children in attendance through a combined mix of recognised sports and traditional fun and games.
- To effectively supervise, mentor and direct, volunteers and apprentices, where appropriate.
- To carry out administrative duties when required e.g. maintain accurate attendance registers.

Safeguarding Responsibilities

- 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.

General

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

Casual Holiday Club/Leisure Assistant		
Criteria	Essential	Desirable
Qualifications		
5 A-C GCSE grades (or equivalent) including Maths and English	✓	
A-C GCSE (or equivalent) grade in Physical Education		✓
Skills and experience		
Previous experience within the leisure/sports industry		✓
Previous experience working with children		✓
Personal Attributes		
Commitment to team-working	✓	
Excellent communication skills	✓	
Ability to motivate and encourage young people to participate in sport and other activities	✓	
Ability to react calmly and effectively in emergency situations	✓	

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Terms and Conditions

We are seeking a casual working arrangement whereby the hours of work will be flexible. This role will be on a non-contractual basis. Hours of work cannot be guaranteed due to unknown service demand. The majority of work will take place during "Sporting Land" holiday programmes (i.e. during the school holidays) and through the sports-themed children's party service on a Saturday afternoon, although other opportunities may arise during evenings and weekends.

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
- National Living Wage
- Membership of the Schools' support staff pension scheme when you meet the Government's current earnings threshold in any monthly pay period
- Pension scheme benefits include life insurance, bereavement counselling and a probate helpline

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 School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. 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 on a self-declaration form in advance of attending an interview (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.merchanttaylors.com/>

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

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

Closing date Friday 30th May 2025 at midday, however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.