



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
Liverpool Road
Crosby
Liverpool
L23 0QP

Tel: 0151 928 3308

Fax: 0151 949 9300

www.merchanttaylors.com

About Merchant Taylors' School

Merchant Taylors' School in Crosby, Liverpool, is one of the North West's most respected independent schools, educating girls and boys aged 4 to 18. With over 400 years of history and a reputation for excellence, we are proud to be a school that honours tradition while embracing innovation.

As of September 2025, we are a fully co-educational school across all age groups, creating a unified and inclusive learning community. Our closely connected sites include:

- **Stanfield Preparatory School** – Coeducational, Reception to Year 6
- **Merchant Taylors' Senior School** – Coeducational, Years 7 to 13, based at the Harrison Site

This strategic transformation marks a new chapter in our history, one that is defined by ambition, collaboration, and a commitment to excellence. We are investing significantly in our estate, curriculum, and staff development to ensure that every pupil receives an education that prepares them not just for exams, but for life.

At Merchant Taylors', we believe that outstanding schools are built by outstanding people. Our staff, both teaching and professional services, are central to our success. We value creativity, initiative, and a shared commitment to nurturing young minds. We offer:

- A forward-thinking and supportive working environment
- Opportunities for professional growth and leadership
- A culture of collaboration, innovation, and continuous improvement
- A strong sense of community, underpinned by Christian values of compassion, respect, and integrity

Our Strategic Direction 2025–2030 sets out a bold vision: to be the leading independent school in Merseyside. We are committed to outreach, inclusion, and educational excellence, and we seek colleagues who share our passion for shaping the future of education.

If you are motivated by purpose, inspired by challenge, and committed to making a difference, we invite you to join us.

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	✓	

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.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 Friday 31st October 2025 at midday.