



Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School, Liverpool

Appointment of

Facilities Assistant - Caretaker – Full Time, all year round and permanent

Candidate Brief and Information for Applicants

Merchant Taylors' School

Liverpool Road

Crosby

Liverpool

L23 0QP

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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

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		
- Numeracy and literacy skills - Full UK Driving Licence - First aid certificate - Manual handling - Working at Height	✓	✓ ✓ ✓ ✓
Experience		
- 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		
- 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		
- 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		
• 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		
• Personal commitment to continuous self development	✓	

Safeguarding Responsibilities

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General

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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 [Support Staff Vacancies - Merchant Taylors' School](#)

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 24th July 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.