



Merchant Taylors' School

Ambition | Character | Excellence

Merchant Taylors' School Liverpool

External Relations Assistant

Competitive salary

We are looking for an enthusiastic, organised and personable External Relations Assistant to join our busy External Relations team at Merchant Taylors' School. With a particular focus on supporting Admissions, the role will combine administration and customer service with opportunities to support pupil testing, provide tours to prospective families, and help plan and deliver admissions events. The postholder will also provide administrative and practical support across the wider External Relations team, including Development and Marketing. This is a varied, people-focused role and would suit someone who enjoys working with others, has excellent communication and telephone skills, pays close attention to detail and takes pride in providing a warm, professional service. If you are proactive, flexible and well organised, and would enjoy playing an important role in welcoming prospective families and supporting the wider work of External Relations, we would love to hear from you.

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

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.

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.

For further details and to apply, please visit 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 9th October 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.

Proposed interview date: Thursday 15th October 2026