



Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School, Liverpool

Appointment of

**School Administrator – Full-time, term time plus
two weeks – Permanent**

Start Date: September 2026

**Candidate Brief and
Information for Applicants**

Merchant Taylors' School

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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

The School Administrator works as part of the Administration Team [which includes Executive Assistants, School Secretaries and Receptionists] across the School providing proactive administrative support, the maintenance of administrative systems, data and examination support, and general secretarial and administrative duties. Given the varied nature of School life, tasks will routinely vary and the postholder needs a high level of flexibility. The postholder meets a wide range of adults and pupils and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards.

Key Function

- To provide administrative support to ensure the smooth running of the School.

Line Management

- Report to the PA to the Heads of Schools and Leadership.

Specific Tasks**Administrative & Secretarial Duties**

- In all aspects of the role, respecting the confidential and sensitive nature of the work within and beyond the school.
- Monitor student attendance through the school register system and promptly contact parents or guardians of pupils who are absent without prior notification.
- Provide secretarial service to both senior schools and support the PA to the Heads and Executive Assistant with any delegated tasks, including provide cover as needed.
- On occasion, provide confidential secretarial support to other members of the Schools' Leadership.
- Co-ordinate weekly after school and lunchtime detentions and monitor detention attendance, liaising with the Form Tutor as appropriate.
- Ensure the teachers and pupils have all necessary stationery.
- Organise school parents' evenings through the provision of materials, the ordering of catering and facilities, booking of IT/equipment and preparing invitations/seating plans.
- Support other members of the wider administration team during busy periods.
- Organise venues and hospitality for meetings, events, and functions, including staff training days, scheduling these in the calendar and preparing papers and liaise as appropriate with staff and parents.
- Assist with the management of building and locker keys.
- Support the administration of educational visits/activities in the appropriate MIS.

- Provide administration of prize days and Speech Day.
- Assist with upkeep of the Virtual Learning Environment I.e. Teams, Firefly, &c liaise with the Academic and Teaching & Learning Leads
- Arrange travel and accommodation for teaching staff going on school trips as required.
- Help maintain general order in the school e.g. sorting lost property and tidying notice boards.
- Securely archive pupil records, if requested, including documentation relating to child protection issues according to KCSiE protocols.
- Produce award certificates as required.
- General office filing and ordering of stationery.
- Undertake additional duties to support other areas of School life as reasonably requested by the Leadership.
- To assist the wider administration team with processing of letters for bulk mailing such as the preparation of curriculum booklets.
- Work closely with other staff in a collaborative and collegial manner in the best interests of Merchant Taylors' School.

Communication

- Maintain the electronic noticeboard.
- Screen/deal with calls and visitors, many of whom will be staff, parents, Heads, or Governors, in a friendly and helpful manner.
- Compile School communications and writing to parents and staff at the request of School leaders
- Proactively deal with all correspondence within the School's office, both electronically and paper based, producing clear correspondence in emails, letters, briefing papers, reports, and presentations.
- Provide clerical support to senior team members and other teaching staff when required
- General office duties including photocopying, sorting/distributing department post, maintaining efficient filing system – both manual and electronic
- Maintain the general School email accounts (info@)

- Write minutes for weekly staff briefings and other meetings as required.
- Compile and circulate information during School Inspections and other important visits.
- Act as minute secretary to Governors' Sub-Committees and the Leadership Team, as required.
- Post relevant minutes, agendas and associated documents on the relevant shared areas or by other means of distribution.
- Work collaboratively with other key staff in ensuring the successful undertaking of key activities, such as the appointment of new staff.

Examinations & Data Administration

- Maintaining pupil files and other required files in accordance with GDPR and Safeguarding requirements. This will require an ease of use with databases and spreadsheets and researching other sources of information.
- Have a good working knowledge of relevant school databases [iSAMS, &c.].
- Support with entry and maintenance of class lists in the MIS.
- Maintain pupil and parental data in the MIS.
- Examination support, such as invigilation in agreement with Exams Officer.
- Have a good working knowledge of Office 365 applications and innovative ways of sharing knowledge by webinars and other IT related means.
- Assist in the upkeep of contact records, including student and parent contact information.
- In liaison with Learning Support, ensure all SEND data is up to date in the MIS.
- To be available for GCSE and A level results and results enquiries on pre-results' and results' days in August.

Marketing & Events

- Participate in the co-ordination of, and attend some, school events including open mornings and evenings, entrance exam day, award ceremonies, exam days, &c. This will involve some out of hours working occasionally.
- Liaise with other external-facing staff and assist as required during pressure periods [such as major public events].

- Assist with the management of guest lists for school performances and special events, both at the School and at external venues.
- Process and maintain ticket sales through the appropriate MIS.
- Be an ambassador for Merchant Taylors' Schools representing the School with professionalism, enthusiasm and loyalty at all times.
- Understand and appreciate the ethos, aims and objectives of Merchant Taylors' School and be able to relate these to the wider community.

Reception

- To cover for Reception on any School site as a shared responsibility as part of the wider administrative team [until 5.00pm if necessary if not too much short notice].
- Offer initial triage and first aid to pupils, staff, and visitors as required.
- To offer first aid assistance if required [sick pupils will still be sent to the on-site School Health Care Assistant in the first instance].
- Provide a high standard of front-of-house service when required.
- Answer and direct all incoming phone calls transferred from Reception.

Other Responsibilities

- To undertake other reasonable duties as might be required.
- To undertake relevant exam invigilation training with the Exams Officer in order to assist at busy times

Professional Development

- Maintain and update own knowledge and skills in line with legislation and the needs of the role and the independent schools' sector.

Equal Opportunities

- Maintain an up-to-date knowledge of Equality and Diversity legislation and the School's Equality and Diversity policies and procedures, in particular regarding the recruitment and retention of staff.

Safeguarding

- Maintain an up-to-date knowledge of Safeguarding legislation, and the Schools' safeguarding policies and procedures.

Health and Safety

- Ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that the School's Health and Safety policies and procedures are fully implemented and adhered to.
- Keep up-to-date with legislation, guidance, rule changes and leading-edge practices and, in conjunction with the Health and Safety Officer, annually review policies and risk assessments.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Revisions to the Job Description

According to the development and requirements of the Schools, Job Descriptions will need to be revised and updated periodically, after consultation with the post holder

General

This job description is current at the date of issue 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 postholder 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.

Person Specification

School Secretary – Senior Schools		
Criteria	Essential	Desirable
Qualifications		
High standard of spelling, punctuation and grammar in order to prepare documents on behalf of the School and take minutes e.g. demonstrated through GCSE English examination or other related qualifications	✓	
First aid qualification [or willingness to be trained] and keep this maintained to assist School Nursing Services	✓	

Knowledge, Skills and Experience	Essential	Desirable
Digital literacy: competence in standard Microsoft office software. A proven understanding of, and ability to, interpret databases and their use in customer relationship management.	✓	
Experience of working to tight deadlines: Ability to manage workload and prioritise	✓	
Reliability and resilience: attention to detail; persistence in following through multiple projects over long periods and the willingness to persevere to achieve agreed goals	✓	
Creativity: the ability to adapt to new situations and address problems from new perspectives. An ability to think creatively and the initiative to come up with new ideas	✓	
Teamwork: the ability to work as part of a small team, taking initiative and sharing workload with colleagues as the situation demands.	✓	
Organisation: highly organised with an acute attention to detail with the ability to proof read. An ability to organise and plan effectively - plan, manage and monitor own tasks and time	✓	
Customer-focused: a clear understanding of customer service with an enthusiastic, professional, helpful and	✓	

friendly approach		
Communication: the ability to listen and engage with people in person, by email and on the phone with warmth and discretion. A clear and accurate speaking and writing style with a good command of English grammar. An ability to communicate with colleagues and young people, both verbally and in writing	✓	
Interpersonal skills: the ability to build rapport and liaise persuasively with all stakeholders, both Academic and Support staff, parents, pupils and prospective families	✓	
Personal Attributes	Essential	Desirable
Discretion and confidentiality	✓	
Integrity	✓	
Flexibility	✓	
Committed to ensuring high standards	✓	
Positive, can -do attitude	✓	
Self-motivated	✓	

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.

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Terms and Conditions

The post holder is expected to work 37 hours per week, 08:30 – 16:30 Monday to Thursday and 08:30 – 16:00 on Fridays. The role is term time only, with a 30-minute unpaid lunch break. The post holder is expected to attend INSET days.

The role is subject to a 6-month probationary period and is offered on a permanent basis.

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.merchanttaylorsschool.com/>

Candidates should submit an application form via email to recruitment@merchanttaylorsschool.com

or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date: Friday 18th September 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.