Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School,

Liverpool

Appointment of

Breakfast Club Assistant – Merchant Taylors' Preparatory School – Term-time only, part-time and permanent

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:

- **Merchant Taylors' 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 compassionate, self-motivated and adaptable Breakfast Club Assistant to join a successful and friendly school to ensure that all children receive the best possible care and supervision with regard to the physical, emotional and intellectual needs.

The post holder is expected to work 7.5 hours per week and the hours of work are part-time 7:00am – 08:30 am five days a week, term time only.

The safeguarding responsibilities of the post include:

- 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

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

Breakfast Club Assistant		
Criteria	**Essential**	**Desirable**
Qualifications		
• Working with children under supervision: Qualified to NVQ level 2, 3 GCSE grades A-C, BTEC, City & Guilds in Early Years and Education or equivalent	✓	
• First Aid qualification (training will be provided)		✓
Skills		
• Experience with EYFS, KS1 and KS2	✓	
• Experience of working with pupils with ASD and/or ADHD		✓
• A sound understanding of how children develop socially and mentally	✓	
• Ability to build effective working relationships with parents, carers, children and other professionals.	✓	

• General knowledge of the curriculum and other basic learning programmes/techniques	✓	
• Knowledge of ICT equipment and other technology, i.e. video, photocopier etc	✓	
• Knowledge of planning and preparation of activities	✓	
• Knowledge of working and supervising children in a similar role	✓	
• Knowledge of developing individual needs	✓	
• Willingness to participate in relevant training and development opportunities including first aid	✓	
• Training in literacy/numeracy and social & communication needs	✓	
Aptitudes		
• Ability to plan and organise effectively	✓	
• Ability to work on own or as part of a team.	✓	
• Flexible and adaptable to change	✓	
• A dedication to establishing positive relationships with pupils and understanding their needs	✓	
• A strong desire to inspire and a passion for supporting and nurturing pupils	✓	

Terms and Conditions

The post holder is expected to work 7.5 hours per week 7.00am - 8.30am, 5 days per week on a part time basis.

The role is permanent and is also 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
- 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.merchanttaylors.com/

If you would like to apply for this rewarding role please go to Join our team - Merchant Taylors' School

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: Wednesday 4th November 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible