Merchant Taylors'
School

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Merchant Taylors' School, Liverpool

Duty Manager (Casual)

Salary: Duty Manager: £12.81 per hour
Holiday Club/Leisure Assistant: National Living Wage

The Ian Robinson Sports Centre at Merchant Taylors' School is seeking to appoint a Duty Manager to join our team on a casual basis. This role will support the day-to-day operation of the Sports Centre during evenings, weekends, and school holiday periods. Please note that occasional lone working may be required.

As a Duty Manager, you will play a key role in ensuring the safe, efficient, and effective operation of the Sports Centre. Responsibilities will include:

- Opening and closing the facility
- Overseeing the operational management of the premises
- Ensuring compliance with all Health & Safety procedures and requirements
- Responding to customer enquiries and delivering excellent customer service
- Undertaking general administrative duties
- Supporting the delivery of a high-quality experience for all facility users

In addition to Duty Manager responsibilities, the successful candidate will be expected to support the school's holiday programmes, sports camps, and other leisure-based activities as required.

Holiday Club/Leisure Assistant Duties

When supporting our holiday and leisure programmes, responsibilities may include:

- Setting up and dismantling sports and activity equipment
- Maintaining high standards of cleanliness and hygiene
- Assisting the Children's Activities Coordinator with the planning and delivery of engaging activities
- Supporting children aged 5–11 years in a safe, inclusive, and enjoyable environment

This position is offered on a casual, non-contractual basis, with flexible working hours to meet operational requirements. As work is dependent on service demand, hours cannot be guaranteed.

If you are interested in this opportunity, please refer to the Candidate Brief for further details about the role and its requirements.

Candidates are strongly encouraged to visit the school website to learn more about our thriving community, outstanding facilities, and rich educational environment:

www.merchanttaylors.com

This role offers an excellent opportunity to work within a well-established sports and leisure facility, supporting both community users and the school's extensive programme of sports and recreational activities.

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

mailto:HRTeam@merchanttaylors.comThe 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 6th November 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible