Merchant Taylors'
School

Ambition | Character | Excellence

# Merchant Taylors' School, Liverpool

## Appointment of

# Duty Manager

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

We are seeking to appoint a Duty Manager at the Ian Robinson Sports Centre. The position will see the successful applicant delivering the following key responsibilities;

- Supervise all staff members in accordance with their written job description and work performance levels
- Open/close the building(s) and site ensuring that all procedures are carried out in full and undertaking all necessary health and safety checks.
- Be responsible whilst on duty for all health and safety requirements, emergency action plans and fire evacuation policy.
- Ensure all activities take place in accordance of the relevant risk assessments.
- Collect and record all payments and record accurate daily payment totals.

- Deal with all general customer enquiries & maintain a high level of customer service.
- Carry out all functions in accordance with written or verbally communicated normal operating policies.
- Operate the necessary computer software programmes.
- Ensure high standards of cleanliness, hygiene and health and safety across all areas of the building and surrounding areas.
- Monitor the use of all facilities and equipment by clients' delegates of clients and members.
- Report all incidents and complaints via the Ian Robinson Sports Centre complaints and grievances procedure.
- Identify and report all maintenance defects.
- Communicate regularly with all colleagues including teaching staff ensuring they are kept informed of all on-going occurrences.

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 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

**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.

## Terms and Conditions

We are seeking a casual working arrangement whereby the hours of work will be flexible. This role will be on a non-contractual basis. Hours of work cannot be guaranteed due to unknown service demand. The majority of work will take place during "Sporting Land" holiday programmes (i.e. during the school holidays) and through the sports-themed children's party service on a Saturday afternoon, although other opportunities may arise during evenings and weekends.

## 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.merchanttaylors.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@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.