



Merchant Taylors' **School**

Ambition | Character | Excellence

Merchant Taylors' School **Liverpool**

School Receptionist – Part-time, Term-Time Only

Competitive salary

We are seeking to appoint a school receptionist as the welcoming face of our reception team. We are looking for someone calm, organised and confident in a fast-paced environment. School experience is helpful but not essential – the right attitude matters most.

We are looking for someone who will:

- Deliver a warm and welcoming, professional reception service as the first point of contact for pupils, parents and visitors
- Receive and make telephone calls in a professional and courteous manner.
- Handle key admin tasks including attendance, parent communication and accurate record keeping
- Manage incoming and outgoing post with discretion and care
- Monitor the main entrance to support pupil safety
- Provide basic first aid and support unwell pupils
- Ensure all visitors are signed in following our safeguarding procedures
- Support School events.
- Represent Merchant Taylors' School with professionalism, enthusiasm and integrity
- Follow Health and safety regulations

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.

Terms and Conditions

The post holder is expected to work 25 hours per week. The position is part-time and the hours and days of work are 12:00 to 17:00 Monday to Friday during term time.

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

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: Wednesday 14th 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: 21st October 2026