



Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School, Liverpool

Appointment of School Receptionist

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 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

The role involves regulated activity with children and requires an enhanced DBS check with children's barred list.

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.

Person Specification

Part-time Receptionist		
Criteria	Essential	Desirable
Qualifications		
Educated to GCSE level	✓	
Skills and experience		
• Skilled at working with the public at all levels • Skilled at working with children and understanding their needs • Skilled at handling people with diplomacy, warmth and professionalism creating a welcoming environment.	✓ ✓	

• Skilled in organising time and workload • Skilled in using IT • Excellent Communication skills, including verbally, in writing, over the phone and face to face • Ability to work in a discreet and sensitive manner	✓ ✓ ✓ ✓	
Personal Attributes		
• Highly organised with strong attention to detail • Ability to work on own initiative without supervision • Keeping motivated with an enthusiastic style • Flexible and adaptable to change • Ability to apply the information, instruction, training and development provided	✓ ✓ ✓ ✓	✓

Key Responsibilities:

- To undertake reception duties, to welcome visitors to the school and deal with enquiries as necessary. Take messages, and maintain records thereof, for staff when unavailable.
- Undertake administrative duties as necessary such as attendance records, contacting parents to follow up on child absences and keeping accurate records.
- Undertake these duties with a high level of care and attention to detail.
- Have regard for child wellbeing and safety, in the absence of the School Nurse provide basic first aid and tend to those who are feeling unwell, ensuring records are updated.
- Attend First Aid courses as needed. training is determined by the School.
- To ensure all parents, visitors and staff from other school sites are signed in and out for Safeguarding and health and safety reasons, appropriate lanyards are issued and when needed escorts are provided.
- To be the contact point for visitors in the event of the Fire Evacuation procedures being implemented.
- To provide refreshments for visitors when requested.
- To manage the mini-bus bookings, ensuring all drivers are authorised to take out vehicles.
- Accept deliveries and ensure they are collected by the caretaking team.
- At times you may be asked to cover reception duties at the Prep School or Sports Centre.
- Attendance at INSET days is an essential prerequisite of the role and mandatory.
- Maintain Lost Property, informing pupils/staff if items are handed to reception.
- Ensure that Reception always remains clean and tidy.

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.

The role is permanent and 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
- 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: 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