Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School, Liverpool

Appointment of

External Relations Assistant

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 looking for an enthusiastic, organised and personable External Relations Assistant to join our busy External Relations team at Merchant Taylors' School. With a particular focus on supporting Admissions, the role will combine administration and customer service with opportunities to support pupil testing, provide tours to prospective families, and help plan and deliver admissions events. The postholder will also provide administrative and practical support across the wider External Relations team, including Development and Marketing. This is a varied, people-focused role and would suit someone who enjoys working with others, has excellent communication and telephone skills, pays close attention to detail and takes pride in providing a warm, professional service. If you are proactive, flexible and well organised, and would enjoy

playing an important role in welcoming prospective families and supporting the wider work of External Relations, we would love to hear from you.

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

Attributes	Essential Criteria	Desirable Criteria
Knowledge	• A working knowledge of the principles and practices of Customer Relationship Management	• Interest in and understanding of the independent education and the broader educational landscape
Skills and abilities	• Excellent written and verbal communication skills • Able to interact well with people at all levels • Highly motivated • Flexible, organised and logical, with the ability to multi-task • Excellent attention to detail • Willingness to embrace new technologies and ways of working	• Sound working knowledge of databases
Experience	• Track record of delivering excellent customer service	• Experience of admissions in schools or universities
Qualifications	• A good educational track record and evidence of career	•

	development	
Personal circumstances	• Willing to attend Open Events and wider school events • Willing to work out of hours as and when for School events and activitives	• Current driving licence
Equality	• Candidates must demonstrate understanding of and acceptance and commitment to the principles underlying equal opportunities	
Customer Care	• Knowledge and understanding of effective customer care and management	

Terms and Conditions

The post holder is expected to work 22.5 hours per week with a 30 minute unpaid lunch break, term time only. The position is part-time and the hours and days of work are flexible, in line with the needs of the business and in agreement with the Line Manager.

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: Friday 20th November 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.