



# Merchant Taylors' School

Ambition | Character | Excellence

## Merchant Taylors' School Liverpool

### Admissions Officer

### Competitive salary

The Admissions Officer is a key customer service role working across Merchant Taylors' Schools. The post holder will primarily support Admissions, and will also work closely with the wider marketing, communications and development teams, to advance the Schools' interests, pupil roll and profile.

Due to the nature of the role, some evening and weekend work will be required, which is reflected in the salary and terms and conditions.

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.merchanttaylor.com](http://www.merchanttaylor.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.

### 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](http://www.merchanttaylors.com/join-our-team/support-staff-vacancies)

Candidates should submit an application form via email to [recruitment@merchanttaylors.com](mailto:recruitment@merchanttaylors.com) or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

The closing date is Tuesday 30<sup>th</sup> July at Midday and completed application forms should be returned to [recruitment@merchanttaylors.com](mailto:recruitment@merchanttaylors.com)