



**Merchant Taylors'**  
School

Ambition | Character | Excellence

**Merchant Taylors' School,  
Liverpool**

**Appointment of**

**Breakfast Club Assistant – Stanfield Preparatory  
School**

Candidate Brief and  
Information for Applicants

Merchant Taylors' School

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Crosby

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[www.merchanttaylors.com](http://www.merchanttaylors.com)

**About Merchant Taylors' School**

In 2020 our historic independent school in Crosby, Liverpool celebrated its 400th anniversary. We are widely recognised as one of the finest schools in the North West of England with a rich heritage of educating girls and boys aged 4 to 18.

We occupy three sites in Crosby and each School is within close walking distance;

**Stanfield Preparatory School** - Coeducational Reception to Year 6

**Merchant Taylors' Boys' School** – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

**Merchant Taylors' Girls' School** – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

Alongside a rigorous academic curriculum, we offer an abundance of other opportunities, including a vibrant range of clubs and sporting activities designed to inspire and develop the talents of each pupil. Whether it's on the stage, in the concert hall, on the sports field or working in the community, our pupils will have the chance to grow in areas outside the classroom.

Our inspiring teachers seek to nurture a spirit of inquiry and curiosity in all our pupils, helping them to develop to their fullest potential. We also have a committed and highly professional team of support staff who are an integral part of the School which help to create a caring and supportive learning environment.

### **A Single Co-education School From September 2025**

From September 2025 Merchant Taylors' Girls' will join Merchant Taylors' Boys' to create a single, co-educational senior school. The newly created school will be co-educational for all pupils aged 4-18, creating one school, one community, with one vision.

This strategic development allows us to broaden and strengthen our academic provision, while developing new opportunities and ensuring that access to those opportunities is the same for every pupil at Merchant Taylors'. The single, co-educational school will be based at the current Boys' School, which will be known as the Harrison Site.

Re-modelling our structure to become co-educational will provide greater operational and financial efficiency and will allow the School to help ensure that every pound generated in fee income from parents is invested to support the pupil experience. Uniting the Senior Schools on one site will mean that we can invest in one estate, refurbishing and developing it to meet, and indeed exceed, the requirements of all our community.

Merchant Taylors' School has a remarkable history, with every right to be proud of its achievements over the last 400 years. However, there is no room for complacency. The world is changing fast and we need to move with it whilst staying true to our founding purpose 'for the teaching, educating, and instructing of youth'. The core of our strategy is the creation of a more outward-looking school which reflects modern society, generous in its commitments to partnerships and service to others, inclusive and diverse in its outlook, forward thinking and digitally acute, operating with the advice of, and in partnership with those at the cutting edge of

change and with the schools around us. Society continues to evolve and it is our firm intention that the School adapts accordingly with agility and integrity.

In undertaking this change, the Governors are determined to retain all that is good from both the Girls' and Boys' Schools. This will ensure that both the new co-educational Senior School, and indeed Merchant Taylors' as a whole, becomes the best future-facing version of itself, understanding and serving the needs of its community as it has done for the last 400 years.

### **The Post**

We are seeking to appoint a compassionate, self-motivated and adaptable Breakfast Club Assistant to join a successful and friendly school to ensure that all children receive the best possible care and supervision with regard to the physical, emotional and intellectual needs.

The post holder is expected to work 8.75 hours per week and the hours of work are part-time 7:00am – 08:45 am five days a week, term time only.

The safeguarding responsibilities of the post include:

- 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

### **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**

<b>Breakfast Club Assistant</b>
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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 [Join our team - Merchant Taylors' School](#)

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.

Closing date: Wednesday 12<sup>th</sup> February at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.