

## Job description

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

### The School

Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-

Provide a warm, welcoming experience for clients and visitors.

Handle incoming calls professionally.

Keep the reception area neat and organised.

Point of contact for all users as well as maintaining and managing the booking system.

Manage bookings and prevent double booking, ensuring an optimal experience for all.

Promote a customer-focused environment, generating excellent customer relations and care.

Opening and closing of the Julian Hill Cricket Centre and other facilities as required.

Support and supervise functions and larger events when required during holiday periods and evenings and weekends.

Assisting in planning and executing social media campaigns to highlight the School's facilities.

Capture photos of facilities and events as needed to enhance social media posts.

Making sure all areas and facilities are kept clean and tidy, and equipment is maintained.

Assist clients in adhering to scheduled time slots to prevent overuse and ensure smooth transitions between appointments.

Replenish supplies e.g., pool shoes, vending machines, soap dispensers, toiletries, and toilet paper when on shift.

Basic housekeeping responsibilities, including cleaning up spills and vacuuming.

Maintain a professional appearance in accordance with our company uniform standards.

Willingness to wear and maintain the company-provided uniform in a clean and presentable condition.

	duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the headmaster
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### **Person Specification**

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Skills

**Personal competencies,  
qualities, attitude, and  
behaviours**

Strong communication and  
interpersonal skills.

Customer orientated.

Proactive, self-motivated and able  
to use initiative.

Able to make clear, confident  
decisions even under pres4I3

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**General Conditions**

<b>Start date</b>	January 2025																
<b>Hours</b>	<p><b><u>Shift Pattern</u></b></p> <p><b><u>September to April (Inclusive)</u></b></p> <p>Week 1 (20.5 hours):</p> <table> <tr> <td>Monday, Wednesday, and Friday</td> <td>6.00pm - 9.30pm</td> </tr> <tr> <td>Sunday</td> <td>9.00am-8.00pm</td> </tr> </table> <p>Week 2 (13 hours):</p> <table> <tr> <td>Tuesday and Thursday</td> <td>6.00pm -9.30pm</td> </tr> <tr> <td>Saturday</td> <td>10.00am-5.00pm</td> </tr> </table> <p><b><u>May to August (Inclusive)</u></b></p> <p>Week 1 (20.5 hours):</p> <table> <tr> <td>Monday, Wednesday, and Friday</td> <td>5.00pm - 9.30pm</td> </tr> <tr> <td>Sunday</td> <td>9.00am-5.00pm</td> </tr> </table> <p>Week 2 (13 hours):</p> <table> <tr> <td>Tuesday and Thursday</td> <td>6.00pm -9.30pm</td> </tr> <tr> <td>Saturday</td> <td>10.00am-5.00pm</td> </tr> </table> <p>One-hour unpaid lunch on weekends</p>	Monday, Wednesday, and Friday	6.00pm - 9.30pm	Sunday	9.00am-8.00pm	Tuesday and Thursday	6.00pm -9.30pm	Saturday	10.00am-5.00pm	Monday, Wednesday, and Friday	5.00pm - 9.30pm	Sunday	9.00am-5.00pm	Tuesday and Thursday	6.00pm -9.30pm	Saturday	10.00am-5.00pm
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<b>Salary</b>	Starting salary from £10,452 per annum																
<b>Holiday</b>	25 days per annum																
<b>Other benefits</b>	15% employer contribution to a defined contribution pension scheme (Contributory)																

Life cover 4 x annual salary and income protection.

Access to a cash flexible benefit in lieu of pension contribution

Access to several lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider.

(all of the above subject to eligibility criteria)