



MERCHANT TAYLORS'
School

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 280 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-Prep & the Prep cater for 370 boys, while the Senior School has some 962 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Pupil Support Administrator (Term time only)
Function	Support Staff
Reports to	Head of Learning Support
Line management duties and responsibilities for	N/A
Summary of role	<p>The Pupil Support Administrator works in the Learning Support Team to manage administrative tasks associated with the School's pupil support provision and is available to support pupils who require time out of the classroom to regulate. A compassionate, organised, and proactive individual, they contribute to the Learning Support Department's work to support pupils so that they are fully included in the school community and able to make progress.</p> <p>This is done under the instruction/guidance of the Head of Learning Support and Director of Academic Inclusion.</p>
Main duties and responsibilities	<p>Administrative Tasks:</p> <ul style="list-style-type: none">• Maintain accurate records and documentation related to pupil support.

	<ul style="list-style-type: none"> • Handle correspondence, schedule meetings, manage calendars, and prepare reports as required. • Manage pupil information using school systems and ensure the confidentiality of sensitive information. <p>Wellbeing Support:</p> <ul style="list-style-type: none"> • Offer a listening ear and provide support to pupils, fostering a safe and inclusive environment. • Offer 1:1 support for pupils where wellbeing challenges are a barrier to classroom participation, using regulation strategies and other tools to ensure a positive return to classroom learning. • Collaborate with teachers, parents, and other professionals to address pupil wellbeing concerns, actioning individual wellbeing support plans, keeping records and providing feedback on progress as required. <p>Referral Support:</p> <ul style="list-style-type: none"> • Support the coordination of communication with external agencies including the creation and collation of relevant documents. • Follow up on referrals to track outcomes and provide continued support where necessary. <p>Other Duties</p> <ul style="list-style-type: none"> • Assisting in the educational and social development of pupils under the direction and guidance of the Head Master, Head of Learning Support and Specialist Teacher • Assisting in the implementation and monitoring of support programmes (in the learning support department and in class) • Supporting the department in preparing alternative resources where a pupil cannot otherwise access the curriculum • Providing administrative support to the department including (but not limited to) minute taking, administration of pupil information and organising files as directed by the Head of Learning Support • Undertake other duties as may be reasonably required <p>Standards and Quality Assurance</p> <ul style="list-style-type: none"> • Support the aims and ethos of the School • Undertake training if need be • Set a good example in terms of dress, punctuality and attendance • Attend team and staff meetings • Undertake professional duties that may be reasonably assigned by the Head Master • Be proactive in matters relating to health and safety
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Safeguarding responsibilities	It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the 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 Head Master
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Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none">Strong GCSE results (A*-C) and A levels or equivalent	<ul style="list-style-type: none">Additional qualifications e.g. further or higher education qualifications, relevant NVQ, first aid/mental health first aid or other.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none">Experience working with young peopleExperience working as part of a teamExperience of undertaking admin tasks	<ul style="list-style-type: none">Experience of working within a school environment	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none">Good formal written English (may be with assistive technology)Competent IT skills, proficient in Office 365 applicationsExcellent organisational skills, ability to multi-task,Ability to learn and adapt to new Systems quickly.	<ul style="list-style-type: none">Experience of using Information Management Systems	Contents of the Application form Interview Professional references

	<ul style="list-style-type: none"> • Have an adaptable, flexible approach to working, including collaborative support to other colleagues to meet demands of the School • Strong interpersonal, verbal and written communication skills 		
Knowledge	<ul style="list-style-type: none"> • Awareness of need for confidentiality 		Contents of the Application form Interview Professional references
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Ability to work independently with flexibility and managing time well • Excellent organisation, self-discipline and motivation • Ability to maintain confidentiality and apply discretion. • Calm and professional manner • Applicants must understand the importance of, safeguarding and promoting the welfare of children and young people • Motivation to work in an environment with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 		Contents of the application form Interview Professional references

	<ul style="list-style-type: none">• Emotional resilience in working with individuals with specific needs or those who are facing significant challenges		
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General Conditions

Start date	3 rd September 2025
Hours	Monday – Friday, 8:15am – 3.45pm (Term time only) 35 hours per week This will include a half hour unpaid lunch break.
Salary	Actual term time salary £18,057 per annum
Holiday	Statutory holiday entitlement paid within salary and taken during School holidays.
Other benefits	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 a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria) (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees
Closing date for applications	Friday 9 th May 2025, 9am Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
Interviews to be held	Tuesday 13 th May 2025

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.