



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 1055 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	School Administrator
Function	Support Staff
Reports to	Deputy Head (Co-Curricular)
Line management duties and responsibilities for	N/A
Summary of role	To provide administrative support as part of an administration team to the School as required. Whilst specific routine tasks may be allocated to this role, they will be able to switch priorities when required to meet the School's priorities within their contracted working hours.
Main duties and responsibilities	To complete administrative tasks as prioritised by Senior Master which may include: • Providing administrative support across the School including (but not limited to) Diary management, proofreading, data entry, mail merges, minute taking, sorting of mail and organising files as directed by your line manager. • Supporting internal and external Examinations administration at peak times if required. • Supporting administrative requirements and arrangements for School events including Open Mornings, Inspection Days, Educational Visits and Parents' evening. • Diary Management (primarily, but not exclusively, for Head of Lower School and Assistants)

	• Administrative support to Head of Scholarship, including organisation of Scholars' Day, Scholars' Dinner, Feeder School Maths afternoon. • Upkeep of Risk Management Register • Internal Scholarship Letters • Emergency Contacts for trips (Support to Master's Office) • Senior Common Room (SCR) Admin • Managing administration of student information. • Database management and reporting, primarily using Evolve and SOCS systems. • Provide support to Attendance Secretary. • Dealing with general day to day queries from parents, boys and staff and responding to calls/emails. • To support safeguarding requirements. • To undertake any other duties as may be reasonably required.
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

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	• High level of literacy and numeracy (at least 5 GCSEs above C to include English and Maths) or equivalent qualification.	• Relevant secretarial qualification	• Production of the Applicant's certificates. • Discussion at interview. • Independent verification of qualifications.
Experience	• Proven successful experience in a similar role • Discretion, integrity and professionalism. • Experience of working as part of a team and as an individual and being equally motivated in each environment.	• Experience of working within a school environment • Proven diary management and minute taking experience. • Experience of using Evolve and SOCS information management systems.	• Contents of the Application form. • Interview. • Professional references.
Skills	• Excellent proficiency in Office 365 applications and Information Management Systems. • Excellent organisational skills, ability to multi-task,	• Ability to learn and adapt to new IT Systems quickly. • Ability to deal confidently with internal and external enquiries.	• Contents of the Application form • Interview • Professional references • Practical Exercises

	prioritise effectively and work to tight deadlines • Strong attention to detail. • Ability to check work for mistakes. • 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.	• Ensuring parents and other external stakeholders are offered a professional and timely response to their enquiries.	
Knowledge	• Working knowledge of iSAMS or equivalent MIS (Evolve, SOCS)	• Understanding of School Committees and organisational structure.	• Contents of the Application form • Interview • Practical Exercises • Professional references
Personal competencies, qualities, attitude and behaviours	• Absolute confidentiality and discretion at all times. • Calm and professional manner. • Applicants must understand the importance of, safeguarding and promoting the welfare of	• Understanding of how the admin function supports the School. • Willingness to switch priorities when necessary.	• Contents of the application form • Interview • Practical exercises • Professional references

	children and young people. • Ability to check own work and spot, and correct errors – strong attention to detail and accuracy. • 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. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline.		
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General Conditions	
Start date	January 2026
Hours	Term time 37.5 hours per week Monday – Friday /8am – 4.30pm One-hour unpaid lunch break
Salary	Actual salary £21,797 - £25,233 per annum (dependent on qualifications, skills and relevant experience)
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 28 th November 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	Thursday 4 th December 2025 and Friday 5 th December 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.