



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 over 960 pupils. The Senior School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Spinney Footpath Supervisor
Function	Support Staff
Reports to	Bursar
Line management duties and responsibilities for	N/A
Summary of role	<p>To provide a high visibility presence within the area of the Spinney footpath at the end of the school day.</p> <p>To undertake any other duties as may be reasonably required and requested by your line manager to meet the School's priorities and demands.</p>
Main duties and responsibilities	<p>To provide a high visibility security presence to enhance the safety and protection of MTS Pupils. This will primarily be performed along the footpath at the rear of Moor Park station, known as the Spinney.</p> <p>To reassure MTS pupils and staff using the footpath with smart, professional appearance and approachable communication.</p>

	<p>To provide a visible deterrent against threatening behaviour to MTS pupils by members of the public.</p> <p>The post holder will liaise with the office staff at Moor Park (1958) Limited, and Moor Park Station staff and report all suspicious activity.</p> <p>Direct confrontation should be avoided. In the event of an incident, observe, report, and call the Duty Mobile Phone or use the radio provided to you to request support.</p>
Safeguarding responsibilities	<p>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</p>

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none">GCSE English.	<ul style="list-style-type: none">Security Industry Authority (SIA) Licence or similar.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience		<ul style="list-style-type: none">Similar experience of supervising people's safety.	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none">Good communication skills.	<ul style="list-style-type: none">Proven ability to negotiate and de-escalate behaviours and situations.	Contents of the Application form Interview Professional references
Knowledge	<ul style="list-style-type: none">How to use a school radio and mobile telephone.		Contents of the Application form Interview Professional references

Personal competencies, qualities, attitude, and behaviours	<ul style="list-style-type: none"> • Motivation to work 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 • Confidence and willingness to make presence known in adverse situations. 	<ul style="list-style-type: none"> • Valid First Aid Qualification. • Proven record of remaining calm in a variety of situations. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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General Conditions	
Start date	ASAP
Hours	<p>This role requires the post holder to be available for 1 hour each day, Monday to Friday, ensuring the core periods shown below are covered within that time.</p> <p>Monday: 16.40 – 17.10 Tuesday – Friday: 15.40 – 16.10</p> <p>This is an opportunity to join the Merchant Taylors’ School register of casual staff and to be engaged as a Casual Worker on an “as and when” basis.</p>
Salary	£13 per hour plus holiday accrual
Other benefits	<p>Use of School leisure facilities, including pool, gym, and lake.</p> <p>Radio and high visibility jacket provided.</p> <p>Free parking on site.</p>
Closing date for applications	<p>Monday 28th April 2025, 9am</p> <p>Please apply as soon as possible as shortlisting/interviews will progress up until the closing date.</p> <p>Should a suitable candidate be appointed, we reserve the right to close the advert early.</p>
Interviews to be held	Thursday 1 st 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.