



MERCHANT TAYLORS'
Prep

Information for candidates

Receptionist/ Admin Assistant

September 2025

For boys 3-11



Welcome from the Head

Thank you for expressing an interest in joining us here at Merchant Taylors' Prep.

MTP is a warm and welcoming boys 3-11 prep school in Moor Park, Rickmansworth. We are a school committed to maintaining a strong academic tradition whilst preserving a balance between the academic, spiritual, emotional and physical needs of our pupils. We seek to develop the boys' character through promoting values and dispositions, high quality teaching and an extensive range of extra-curricular activities.

Since joining the Merchant Taylors' family of schools in 2015 we have been collaborating with the senior school to create, for the first time in Northwood, a 'through school' experience for boys from 3 to 18. This has been a very exciting development conceived with the aim of creating a cohesive and seamless curriculum and making the process of transfer from the prep school to the senior school simpler.

The admissions system for our pupils to Merchant Taylors' School is based on on-going assessment at school and not dependent on one external examination (i.e. 11+ or 13+). This has freed significant time in our curriculum, which we have been devoting to 'intellectual curiosity' and the development of higher order thinking skills.

Prior to 2015, we were known as Northwood Prep, with a very successful history since 1910, when the school was founded by Francis Terry. Throughout more recent developments, Francis Terry's original vision of the school has been maintained. A Christian, caring environment has been established where each pupil is valued as an individual and given a full range of opportunities, and all concerned - pupils, staff and governors - strive for excellence.

Mr Miles Chester
Head



The School

History

Merchant Taylors' Prep, originally founded in 1910 as Northwood Prep by Francis Terry, has a long history of excellence in education. The school moved to its current site at Moor Farm in 1982, where it has since flourished. In 2015, the school became Merchant Taylors' Prep, aligning with the broader Merchant Taylors' educational family.

Set on a beautiful 15-acre site, the school combines Grade II listed farm buildings with modern facilities such as the Pre-Prep and Sports Hall. This unique setting provides a stimulating environment where pupils can learn, grow, and thrive. The grounds are rich in history. They are the site of Cardinal Wolsey's home the Manor of the More, later owned by Henry VIII and lived in by Catherine of Aragon, the site of the Treaty of the More in 1525. This heritage is an integral part of the school's character, providing a sense of continuity and inspiration.

Academic Excellence

We provide an exceptional academic experience within a selective setting, designed to challenge and inspire our pupils. Admission is competitive at each entry point, 3+, 4+, and 7+, ensuring we admit boys who will thrive in our supportive, dynamic, and intellectually stimulating environment. Our broad and balanced curriculum is tailored to meet the needs of each individual, fostering intellectual curiosity and a love of learning.

Through a combination of excellent teaching and strong pastoral care, we aim to develop well-rounded, confident learners. Our pupils consistently achieve excellent results and make successful transitions to senior school, with the majority progressing to Merchant Taylors' Senior School. Many boys are also awarded scholarships for their academic achievements and talents in sports, music, and the performing arts.



Receptionist/Admin Assistant

Start date - September 2025

Salary range - £18,500 - £20,500 (actual salary)

The Manor Receptionist role will be a pivotal figure in maintaining the efficient and secure operation of The Manor. Acting as the first point of contact for staff, parents, visitors and contractors, they will provide a professional, welcoming and organised presence at the site. The role will also support staff in facilitating daily operations, ensuring safeguarding procedures are upheld, and maintaining effective communication between The Manor and the Prep School.

The successful candidate will be part of the larger MTP school office team. Duties and working location may be interchangeable with other team members to provide cover and meet the needs of the school

Hours of work will be 8.00am to 4.00pm during term time only. Whilst this is a full-time role, we are open to considering applications from individuals seeking a job share arrangement.

Direct line management will be from the Assistant Head EYFS.

Please apply by downloading our application form from the school's website www.mtpn.org.uk and either email to: recruitment@mtpn.org.uk or send by post to:

**Mr Miles Chester, Head
Merchant Taylors' Prep
Moor Farm
Sandy Lodge Road
Rickmansworth
Hertfordshire
WD3 1LW**

Closing date for completed applications: 16 June 2025

Suitable candidates may be interviewed before the closing date and Merchant Taylors' Prep School reserves the rights to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Interviews to be held w/c 23 June 2025

Merchant Taylors' School is an equal opportunities employer and 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).

Receptionist/ Admin Assistant - Job Description

The Role

The incumbent will be a part of the team which provides administrative support to the teaching and non-teaching services within the School. The successful applicant will meet a wide range of adults and pupils and will provide a warm welcome to visitors and other contacts whilst operating at the highest professional standards.

Key Tasks and Responsibilities

Front Desk & Visitor Management

- Act as the first point of contact for parents, visitors, contractors, and staff.
- Answer the door, welcome visitors and manage visitors access, ensuring strict adherence to safeguarding procedures and general monitoring of access to the building.
- Answer phone calls and emails, dealing with queries or directing inquiries appropriately.
- Ensure that responsibility is passed onto a member of The Manor team when departing the premises.
- Support day events and evening functions where required (any additional hours to be agreed in advance).

Administrative Support

- Accurately manage pupil absence records, ensuring timely updates to iSAMS in line with safeguarding protocol.
- Manage deliveries and distribute post or packages to the appropriate staff members.
- Support with filing, photocopying, and other administrative tasks as required.
- Liaise with the main school office to ensure seamless communication and coordination, as necessary.

Parental Communications Responsibilities

- Support the team at The Manor in the development and maintenance of an active, secure, and compliant social media presence, adhering to the school's safeguarding and data protection policies.
- Support in the management and distribution of regular newsletters and updates to class groups.
- Support in the management and distribution of individual pupil progress updates to parents via the school's online platform.
- Update the school website with regards to The Manor as required.

Staff & Pupil Support

- Support with coordinating schedules for visiting staff and external providers.
- Assist with minor first aid needs and liaise with the school nurse / senior first aider as required.
- Be a point of contact for parents regarding drop-offs, collections, and any queries.
- Support with organising key school events, including fundraisers, and parent meetings taking place at The Manor.
- Support with the logistics of the school day including arranging transport and wider arrangements.

Health & Safety Responsibilities

- Ensure safeguarding procedures are strictly followed, including verifying visitor credentials.
- Regularly inspect the entrance and communal areas to maintain a safe, hazard-free environment, promptly reporting any concerns in line with safeguarding and health and safety protocols.
- Maintain contact lists and serve as a trained fire warden, ensuring familiarity with evacuation procedures and effective support in emergency situations.
- Report any maintenance or safety concerns to the Site Team at the Prep site or MTS Team as necessary.

General Site Management Support

- Liaise with Site Team and Maintenance Staff to ensure the site is maintained in a safe and presentable condition, complying with health and safety and safeguarding standards.
- Assist in coordinating contractor visits and ensuring compliance with health and safety protocols.
- Monitor and report any issues with the building, facilities, or equipment.
- Other administrative activities required for the effective performance of the role as required.



Receptionist/Admin Assistant - Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) in English 	<ul style="list-style-type: none"> Secretarial/Administration qualification Safer Recruitment Training 	Applicant's Certificates
Experience	<ul style="list-style-type: none"> Prior experience in a busy administrative role 	<ul style="list-style-type: none"> Experience of working in an Early Years Setting (Nursery/Reception/School) Experience of working with young children and parents Experience of Safer Recruitment practice 	Application Form Interview Professional References
Skills	<ul style="list-style-type: none"> High level of IT skills (including Microsoft Office) High level of literacy Effective time management Willingness to learn new skills 	<ul style="list-style-type: none"> Experience of using School Information Management Systems (e.g. iSAMS) Knowledge of Canva for parental communications Experience of setting up new systems Knowledge of MS365 	Application Form Interview Professional References



Receptionist/ Admin Assistant - Person Specification

	Essential	Desirable	Method of Assessment
Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding procedures in an Early Years setting (EYFS) • Knowledge of data protection and confidentiality protocols 	<ul style="list-style-type: none"> • Familiarity with the EYFS Statutory Framework 	Application Form Interview Professional References
Safeguarding	<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety 	<ul style="list-style-type: none"> • Up-to-date safeguarding training (training will be provided if necessary) 	Application Form Interview Professional References Current DBS Safeguarding certificate
Personal competencies and qualities	<ul style="list-style-type: none"> • Hardworking • Organised • Team player • People skills • Diplomacy • Discretion • Multi-tasking • Warm and professional manner • Proactive 	<ul style="list-style-type: none"> • Respect • Credibility • Integrity • Sense of humour • Creativity • Communication 	Application Form Interview Professional References



Benefits

Professional Development Opportunities

The School offers an extensive induction programme for all new staff and encourages ongoing development through generous INSET provision. Funding for essential training and career progression is provided to help you excel in your role.

Generous Pension & Financial Support

The School offers membership to a Defined Contribution (DC) pension scheme through the Aviva Pension Trust for Independent Schools (APTIS). Additional financial support for scheme members includes life assurance, offering four times your salary in the event of death, and income protection for long-term illness or injury.

Health & Wellbeing

Your wellbeing is a priority, with access to on-site School Nurse, and counselling services/Employee Assistance Program (EAP). We also offer free access to our extensive leisure and sporting facilities, including a gym, swimming pool, and parkland.

Work-Life Balance & Family Benefits

Enjoy longer holidays than the maintained sector, along with free lunch and refreshments during term time. Fee concessions are available for the children of members of our teaching departments subject to entry requirements. Additional lifestyle perks include cycle schemes, parking, and discounts.



Applications

Please apply by downloading our application form from the school's website www.mtpn.org.uk and either email to:

recruitment@mtpn.org.uk

or send by post to:

Mr Miles Chester, Head
Merchant Taylors' Prep
Moor Farm
Sandy Lodge Road
Rickmansworth
Hertfordshire
WD3 1LW

Closing date for completed applications: 16 June 2025

Suitable candidates may be interviewed before the closing date and Merchant Taylors' Prep reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Interviews to be held w/c 23 June 2025

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. 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, online checks and the Disclosure and Barring Service (DBS).



MERCHANT TAYLORS'
Prep



MERCHANT TAYLORS'
School

Tel: 01923 825648

Email: office@mtpn.org.uk

www.mtpn.org.uk

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 Transparency Notice, which can be found on the Policies page of the School Website