



Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School, Liverpool

Appointment of Exam Invigilator

Candidate Brief and Information for Applicants

Merchant Taylors' School
Liverpool Road
Crosby
Liverpool
L23 0QP

Tel: 0151 928 3308
Fax: 0151 949 9300
www.merchanttaylors.com

About Merchant Taylors' School

Merchant Taylors' School in Crosby, Liverpool, is one of the North West's most respected independent schools, educating girls and boys aged 4 to 18. With over 400 years of history and a reputation for excellence, we are proud to be a school that honours tradition while embracing innovation.

As of September 2025, we are a fully co-educational school across all age groups, creating a unified and inclusive learning community. Our closely connected sites include:

- **Stanfield Preparatory School** – Coeducational, Reception to Year 6
- **Merchant Taylors' Senior School** – Coeducational, Years 7 to 13, based at the Harrison Site

This strategic transformation marks a new chapter in our history, one that is defined by ambition, collaboration, and a commitment to excellence. We are investing significantly in our estate, curriculum, and staff development to ensure that every pupil receives an education that prepares them not just for exams, but for life.

At Merchant Taylors', we believe that outstanding schools are built by outstanding people. Our staff, both teaching and professional services, are central to our success. We value creativity, initiative, and a shared commitment to nurturing young minds. We offer:

- A forward-thinking and supportive working environment
- Opportunities for professional growth and leadership
- A culture of collaboration, innovation, and continuous improvement
- A strong sense of community, underpinned by Christian values of compassion, respect, and integrity

Our Strategic Direction 2025–2030 sets out a bold vision: to be the leading independent school in Merseyside. We are committed to outreach, inclusion, and educational excellence, and we seek colleagues who share our passion for shaping the future of education.

If you are motivated by purpose, inspired by challenge, and committed to making a difference, we invite you to join us.

The Post

We are seeking to appoint several Exam Invigilators. The position will see the successful applicant delivering the following key responsibilities;

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the exams officer's instructions.
- To play a key role in upholding the integrity of the examination/assessment process

Before Exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During Exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To record/report any incidents, disruption or irregularities
- To deal with candidate questions according to the regulations

After exams

- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - supervision of clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks

Experience is not required, as full training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

Safeguarding Responsibilities

- The provision of a safe environment in which children and young people feel heard
- Being aware of the indicators of abuse and neglect
- Ensuring vigilance in recognising changes in behaviour or mood
- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy
- Attending Safeguarding training and updates as requested by the School

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

General

This job description is current at the date of advertising but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be

agreed between the post holder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

Personal Specification

Exam Invigilator		
Criteria	Essential	Desirable
Qualifications		
GCSEs (or equivalent) with grade C or above in English and Maths		✓
Skills and experience		
Experience working as an invigilator within a school environment.		✓
Ability to co-operate and collaborate with school staff.	✓	
Effective communication skills with young people and adults	✓	
Ability to follow written procedures to carry out tasks.	✓	
Meticulous attention to detail	✓	
Personal Attributes		
High level of confidentiality	✓	
Reliable	✓	
Flexible over working hours	✓	

Terms and Conditions

We are seeking a casual working arrangement whereby the hours of work will be flexible and on an 'as required' basis.

Benefits

The successful candidate will be able to take advantage of a number of benefits which include:

- Working as part of a committed and talented team of professionals
- National Living Wage
- Membership of the Schools' support staff pension scheme when you meet the Government's current earnings threshold in any monthly pay period

- Pension scheme benefits include life insurance, bereavement counselling and a probate helpline

Safeguarding Statement

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. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Applications and Deadline

For more information about Merchant Taylors' School, Liverpool why not visit our website <https://www.merchanttaylorsschool.com/>

If you would like to apply for this rewarding role please go to www.merchanttaylorsschool.com/join-our-team/support-staff-vacancies/

Candidates should submit an application form via email to recruitment@merchanttaylorsschool.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date Friday 5th December 2025 at midday, however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.

Interviews will take place w/c 8th December 2025