



Merchant Taylors' School

Ambition | Character | Excellence

Merchant Taylors' School Liverpool

Exam Invigilator

Salary: Competitive Hourly Rate

We are seeking an Exam Invigilator to work at Merchant Taylors' School on a casual basis. This is an exciting opportunity to join the enthusiastic examinations team maintaining vigilance to uphold the integrity of the examination process. 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.

We are seeking a casual working arrangement whereby the hours of work will be flexible and on an 'as required' basis. As a guide, mock exams take place in January and summer exams take place from 9th May to 21st June so these will be the busiest time.

Candidates are strongly encouraged to visit the school website for more information about our thriving school, which offers an exceptionally rich curriculum and strong sense of community www.merchanttaylors.com

The safeguarding responsibilities of the post include:

- 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.

School 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.

For further details and to apply, please visit www.merchanttaylors.com/join-our-team/support-staff-vacancies

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