Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School Liverpool

Exam Invigilators

£12.71 per hour, casual

Merchant Taylors' is seeking reliable, professional and experienced Exam Invigilators to join our examinations team. This is a vital role in supporting the smooth and secure running of public examinations. Working under the direction of the Examinations Officer, successful candidates will help ensure examinations are conducted in accordance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements. We are particularly interested in applicants who have previous experience of invigilating GCSE and A Level examinations who can remain calm, vigilant and professional when working in examination environments. This is an excellent opportunity for individuals who are organised, dependable and enjoy working as part of a team while maintaining the highest standards of integrity and confidentiality.

The successful candidate will:

- Have previous experience of exam invigilation or working in an educational setting.
- Have a good understanding of examination regulations and procedures.
- Be able to communicate confidently and professionally with young people and colleagues.
- Demonstrate excellent attention to detail.
- Remain calm under pressure and deal effectively with unexpected situations.
- Be punctual, reliable and flexible.
- Maintain confidentiality at all times.
- Be able to follow instructions accurately and consistently.

Internal and external exams take place throughout the academic year. Exam periods are November, January, February, April and May to June. For Monday 10th May – 18th June 2026 (31st May – 4th June is half-term) full availability is required.

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

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

Closing date: Friday 27th November 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.