Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School, Liverpool

Appointment of

Exam Invigilator

Candidate Brief and
Information for Applicants

Merchant Taylors' School
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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

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.

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.

<u>Main Duties and Responsibilities</u>

Before Examinations

- Prepare examination rooms in accordance with JCQ regulations.
- Set out examination materials and equipment.
- Check candidate seating plans and candidate examination needs.
- Conduct pre-examination checks.

During Examinations

- Welcome and supervise candidates entering examination rooms.
- Ensure candidates comply with examination regulations.
- Read examination instructions accurately and clearly.
- Maintain a calm, quiet and secure examination environment.

- Respond appropriately to candidate queries.
- Record incidents, irregularities and malpractice concerns.
- Escort candidates during supervised rest breaks or toilet breaks where required.

After Examinations

- Collect and collate examination scripts securely.
- Check candidate details and attendance records.
- Complete required documentation.
- Return examination materials in accordance with security procedures.
- Report incidents to the Examinations Officer.

Essential Requirements

- Have previous experience of exam invigilation or working in an educational setting.
- Full availability during the May-June exams. Preferred availability during November, January, February and April.
- Excellent organisational skills.
- Strong attention to detail.
- Good literacy and communication skills.
- Ability to work independently and as part of a team.
- Ability to maintain strict confidentiality.

Desirable Requirements

- GCSEs (or equivalent) with grade C or above in English and Maths

General

- Invigilator training will be provided (online modules)
- Invigilator training – centre training by Exams Officer
- Safeguarding training provided

Terms and Conditions

We are seeking a casual working arrangement whereby the hours of work will be flexible and on an 'as required' basis. Full availability required during the May-June exams. Preferred availability during November, January, February and April.

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
- Membership of the Schools' support staff pension scheme when you meet the Government's current earnings threshold in any monthly pay period

- Access to our on-site fitness suite
- Access to our employee assistance programme providing a 24-hour counselling and advice line

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.merchanttaylors.com/

If you would like to apply for this rewarding role please go to Support Staff Vacancies - Merchant Taylors' School

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.