Maharishi School

CONSCIOUSNESS-BASED EDUCATION

November 2026



Exam Invigilator Recruitment

Maharishi School
CONSCIOUSNESS-BASED EDUCATION

Cobbs Brow Lane
Lathom, Ormskirk
L40 6JJ

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Tel: 01695 729912
Email: enquiries@maharishischool.com

Headteacher:
Mrs L Edwards. BA(Hons) PGCE

November 2026

Dear Candidate

Maharishi School is a wonderful place to be, situated in beautiful rural surroundings within easy reach of the motorway networks and the towns and villages of West Lancashire, Liverpool and Greater Manchester. I have been the Headteacher here since September 2016.

Children aged from 4 to 16 receive a uniquely effective system of Consciousness-based Education. Creativity and intelligence are systematically developed with a few minutes of Transcendental Meditation (TM) at the beginning and end of the school day. Extensive scientific research, based upon more than 500 studies, has shown that experience of restful alertness during TM brings balance to the whole physiology, making learning both enjoyable and successful.

Our pupils also benefit from extra lessons which expand on their experience of TM and help them to understand themselves and the world around them. The techniques used by the school have a beneficial impact on children's confidence, social integration and behaviour.

We are a small school with a maximum of 20 children in each year group.

We are looking for individuals to join our examination team as invigilators. Our internal mock exams begin in mid-January 2027. Our external exam season begins in May for up to six weeks. Hours and days vary according to the needs of the school and the examination timetable. This role is ideal for retired colleagues or those who could commit to specific days during the examination period. Appointed invigilators will be responsible for supervising GCSE examinations under the direction of the Examinations Officer. No experience is necessary as full training will be given, but applicants should have good communication skills and be able to adhere to strict guidelines as set out by the Examination Boards. This role will also involve annual training.

We are very proud of our unique school environment and our well-rounded educational offer which places a high value on social and emotional nourishment, as well as academic progress.

Please contact the business support and examinations officer, Helen Melling for an informal chat about the role.

I look forward to hearing from you.

Lisa Edwards
Headteacher

Job title: Exam Invigilator

Salary: £13.45 per hour

Contract: Casual, as and when required

Start: January 2027

Maharishi School is looking to increase its numbers of examination invigilators – we are looking for reliable, responsible people who can display a flexible approach to the job. Previous experience would be advantageous although full training would be given to all successful candidates.

All invigilators are employed on a casual basis and the peak external exam times are May and June, although smaller internal exam sessions run during January. We would welcome applications from people who are able to commit fully during these times and who would be available at short notice.

Closing date: 12 noon 30/11/2026

Interview Date: w/c 7/12/2026

To apply for this position please complete an application form and submit a letter of application describing in some detail your relevant experience and achievements relevant to this position. Please include any other information you feel would be helpful including all those related to the list of essential experiences, skills etc for the post set out in the Person Specification.

Your letter of application should be no more than 1 side of A4 and no smaller than font size 11.

Return your completed application form and letter of application to: enquiries@maharishischool.com

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Exam Invigilator

Reporting to	Business Support and Examinations Officer
Salary	£13.45 per hour
Hours of work	As and when required
Other information	Appointment subject to satisfactory references, enhanced DBS check, etc.

Job Purpose

- To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Main activities

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer papers
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, mobile phones, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators DO NOT help candidates in any way with the question paper.

General

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues**.**

Exam Invigilator Person Specification

Requirements (on the basis of the Job Description)	Essential (E) or Desirable (D)	To be identified by: Application Form (A), Interview (I)
Experience		
Experience of working with or caring for children of relevant age	**D**	Application Form
Experience of working classroom/service environment in a relevant	**D**	Application Form
Experience of Administrative work	**D**	Application Form
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard or equivalent	**E**	Interview
Ability to relate well to children	**E**	Interview
Ability to demonstrate confidence, assertiveness and helpfulness	**E**	Interview
Ability to form effective and appropriate working relationships/boundaries with young people	**E**	Interview
Ability to work as part of a team	**E**	Interview
Good communication skills	**E**	Interview
Time management skills	**E**	Interview
Organisational skills and ability to prioritise	**E**	Interview
Ability to make effective use of ICT	**E**	Interview
Flexible attitude to work	**E**	Interview
Disclosure and Barring Service clearance	**E**	Clearance required before confirmation of start date