



# Cobham Hall

Day and Boarding School for  
Girls and Boys aged 11 - 19.

**Education for life.**

## Invigilator

Candidate Information Pack  
Support Staff





THERE'S MORE IN YOU  
THAN YOU THINK.

## Welcome to Cobham Hall

**Set within a stunning historic estate and 150 acres of picturesque Kent countryside, yet just 30 minutes from central London, Cobham Hall provides the ideal blend of academic excellence and broad education.**

A rare opportunity to join a small, friendly, supportive community, where class sizes are small, and students are engaged and welcoming.

Closing date for applications: **Tuesday 7th April 2026**

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.



### Key facts about the role:

Part of the Mill Hill Education  
Group

### Salary

£12.71 PER HOUR

### Contract Type

ZERO HOURS

### Reporting Manager

EXAMINATIONS OFFICER



# About the Role

Thank you for your interest in the position of Invigilator at Cobham Hall for the Summer term. We are seeking to appoint a highly talented individual to join our dynamic, hard-working, committed and forward-thinking team. The successful applicant will enjoy working collaboratively and will have the passion to contribute to the development of our flourishing School. We have a diverse, enthusiastic and highly supportive community of staff with a commitment to academic excellence while maintaining a first-rate provision of pastoral care.





# Job Description

## Key Tasks and Responsibilities:

- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Maintain the security of the examination materials before, during and after the examination.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.
- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.
- Keep disruption in examination rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers.
- Deal with candidate questions according to the regulations .

### Before Examinations

- Report to and be briefed by the Examinations Officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after examinations.
- Ensure examination rooms are set up according to the requirements.
- Admit candidates into examination rooms under formal examination conditions.
- Give full attention to conducting the examinations properly.
- Identify candidates and seat candidates according to the required arrangements.
- Distribute the correct question papers and examination materials to candidates.
- Instruct candidates in the conduct of their examinations.
- Deal with candidate questions according to the regulations.
- Start examinations

### During Examinations

- Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty.
- Be vigilant and remain aware of incidents or emerging situations.

### After Examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials.
- Dismiss candidates from the examination room.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all examination scripts, question papers and materials to the Examinations Officer.

### Other Tasks

- Undertake training, update and review sessions as required.
- Undertake relevant online invigilator training and assessment, centre-specific training/updates for the academic year.
- Undertake, where required and where able, other duties requested by the Examinations Officer, for example:
  - Centre supervision of examination timetable clash candidates between examination sessions.
  - Facilitating access arrangements for candidates, for example as a reader, scribe, etc. (full training will be provided).
  - Other examination-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.



# Person Specification

## Qualifications, Skills and Experience

### Essential

- Reliable, punctual and flexible, with a professional approach to work.
- Ability to relate to candidates in a supportive manner while maintaining an appropriate level of authority.
- Ability to remain firm, fair and impartial at all times.
- Able to work effectively both independently and as part of a team.
- Strong accuracy and attention to detail.
- Ability to remain calm under pressure and respond appropriately to unforeseen situations.
- Good judgement, common sense and the ability to use initiative when appropriate
- Awareness of when issues should be referred to the Exams Officer or senior staff.
- Ability to follow strict procedures and written instructions accurately.
- Clear and effective verbal and written communication skills when interacting with candidates and school staff.
- Commitment to promoting the School's Equal Opportunities policy in all aspects of the role.
- Ability to form and maintain appropriate professional relationships and boundaries with children and young people, supporting safeguarding and promoting their welfare.
- Awareness of and commitment to adhering to Health & Safety at Work legislation in all aspects of the role.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.





# About the School

Cobham Hall is a prestigious Grade I listed Tudor mansion, built in 1584, set within 150 acres of stunning 18th century parkland in the village of Cobham, Kent. Conveniently located, only 30 minutes from central London via high-speed rail from Ebbsfleet International and within an hour's drive of the Channel ports at Dover and Folkestone.

Founded in 1962, the School combines rich history with a forward-thinking approach to education.

Cobham Hall is a co-educational boarding and day school for students aged 11-19. Cobham is a proud member of the Round Square Network since 1971 - the first all-girls' school to join - it embraces the Round Square IDEALS within its ethos.

The School is widely recognised for its commitment to student wellbeing and is a leader in pastoral care and innovation.

Small class sizes ensure personalised support, with dynamic and engaging lessons that inspire academic excellence and personal growth.

Headmistress Mrs Wendy Barrett, who took up her role in 2020 after serving as Deputy Headmistress, has introduced an ambitious strategy to raise standards and equip students with the academic and character skills needed to thrive in an ever-changing world. With a strong emphasis on values, wellbeing and academic success, Cobham Hall prepares students for life beyond the classroom, empowering them to reach their full potential.

## A part of the Mill Hill Education Group

In March 2021, Cobham Hall joined the Mill Hill Education Group, a charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All Schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Pupils have an excellent understanding of the value of diversity and are well prepared for their future lives."

Independent Schools Inspection 2023

## Why Choose Us

- Excels in STEM and the Arts: 100% pass rate in Biology, Chemistry, Physics and Music.
- Non-selective nature inspires every student to step beyond their comfort zone.
- 1/3 of GCSE students achieved Grade 7 (A\*/A) or above in all of their subjects.
- 20+ nationalities across our community.
- 90% of A Level subjects had a 100% pass rate.
- A digital school.
- More than 75% of students get into their first choice university, including Russell Group universities.



## Cobham Hall Benefits



Free  
on-site  
parking



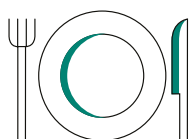
Pension  
schemes



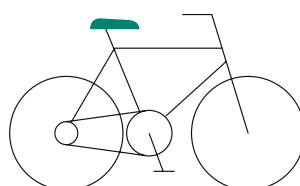
Opportunities  
for continued  
professional  
development



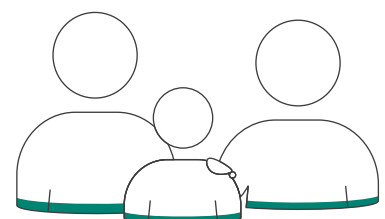
Access to 150 acres of Grade II\*  
designed parkland



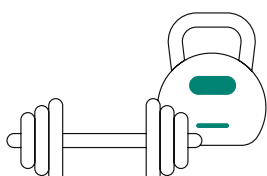
Lunch included



'Cycle to Work' Scheme



Small class sizes



Use of the  
School fitness  
room, studio and  
swimming pool

# How to Apply:

1

If you would like to apply for this role, please complete an application using the Apply button below.

[APPLY](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by 9.00am on **Tuesday 7th April 2026**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.



The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training and School specific safeguarding information.



# Cobham Hall

A day and boarding school for girls and boys aged 11-19

Education for life.



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In partnership with



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