



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

International

Invigilator
Candidate Information Pack

INTRODUCTION

We are keen to recruit Exam Invigilators to help in the smooth and efficient running of our examinations system, as well as promoting good exam practice and ensuring all regulations are adhered to.

Applicants should have excellent communication skills, an enhanced attention to detail and the ability to work on their own initiative.

Closing date for applications: 9.00am on Friday 6 October 2023

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 Mill Hill International:

Co-educational

FOR AGES 13–17

120+

ACRES OF GROUNDS AND FACILITIES

10 miles

FROM CENTRAL LONDON WITH EASY ACCESS TO UNDERGROUND AND MAIN LINE STATIONS

Day & Boarding

DAY, WEEKLY AND FULL BOARDING PLACES AVAILABLE

Activities

PROGRAMME OF CO-CURRICULAR ACTIVITIES INCLUDING ART, DANCE, DRAMA, MUSIC AND SPORT

Small Class Sizes

PROVIDING INDIVIDUAL ATTENTION AND SUPPORT FROM TEACHERS

A range of courses available

FOR PUPILS BETWEEN YEAR 9 AND 11 WITH ONE AND TWO YEAR GSCE COURSES

THE SCHOOL

Mill Hill International

Opened in September 2015, Mill Hill International is a co-educational boarding and day school for international pupils aged between 13 and 17. The School offers a traditional British education and academic curriculum up to GCSE/IGCSE with specialist EAL teaching.

The School is one of eight in the Mill Hill School Foundation, which comprises Pre-preparatory (Grimsdell), Preparatory Schools (Belmont, Keble Prep, Lyonsdown and St Joseph's in the Park) and Senior Schools (Mill Hill School and Cobham Hall) as well as the International School.

Mill Hill International has a refurbished campus with modern facilities centred on a historic building dating from 1875. Formerly a girls' school, The Mount School merged with Mill Hill School in 2014 to become Mill Hill International.

We are a short walk from Mill Hill School which sits in 120 acres of magnificent parkland on the edge of the North London Green Belt, providing a wonderful environment in which to work.

Pupils come to Mill Hill International from a wide variety of cultural backgrounds and pupils are highly committed to their academic studies. Boarding is central to our sense of community and pupils at Mill Hill International board alongside their peers at Mill Hill School. We also have a fully integrated co-curricular and Games programme with our aim being that each pupil can explore new interests and build new skills.

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future. The Foundation comprises five independent schools offering co-education from 3–18-year-olds, these include Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior), Mill Hill International and Cobham Hall in Kent (Girls' School 3-17). Combined, the schools have over 700 staff and circa 2000 pupils.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



MAIN DUTIES AND RESPONSIBILITIES

General

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding bodies and Mill Hill International regulations and instructions
- To play a key role in upholding the integrity of the examination/assessment process

Before Exams

- To report to and be briefed by the Examinations Officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries
- To start exams where the Examinations Officer is not present

During Exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After Exams

- To instruct candidates in finishing their exams
- To collect exam scripts and materials
- To dismiss candidates from the exam room
- To check candidates' names on scripts, matching the details on the attendance register
- To securely return all exam scripts and exam materials to the Examinations Officer
- To instruct any clash candidates

Other

- To attend training sessions before each exams series
- To undertake, where required, other duties requested by the Examinations Officer, for example:
 - Supervision of exam timetable clash candidates between exam sessions
 - Facilitating access arrangements for candidates
 - Other exams-related administrative tasks

PERSON SPECIFICATION

- Experience is not required as training will be provided
- Availability throughout May and June for the summer exams series
- Ability to remain calm under pressure or in dealing with disruption or irregularities
- Ability to listen and communicate effectively with pupils under exam conditions

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 **09:00 on Friday 6 October 2023.**

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

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



Instilling values, inspiring minds
millhill.org.uk/international

Mill Hill International
Milespit Hill
Mill Hill Village
London NW7 2RX

020 3826 3333
millhill.org.uk/international

Follow us @[MillHillIntl](https://twitter.com/MillHillIntl)

