



MOUNT HOUSE
SCHOOL

EXAM INVIGILATOR



JOB INFORMATION PACK



WELCOME

Thank you for your interest in joining us at Mount House School. Mount House School is a vibrant, ambitious and nurturing community where every student is encouraged to Be You, Belong, Become. Our focus on character, wellbeing and academic challenge ensures students flourish as compassionate, confident and capable young adults. The new Learning Strategies position plays a crucial role in this mission: it builds the depth of our curriculum, intellectual agility and resilience, fosters community, and supports our other areas of school life that provides opportunities for aspiration, leadership and joy.



Mr Jon Cooper
Head

ABOUT US

Mount House School is a small, co-educational independent day school for students aged 11–18, located in beautiful surroundings on Camlet Way in Barnet. With small class sizes, a nurturing ethos and a commitment to academic ambition, we provide each student with the support and opportunities needed to thrive.

Our values underpin everything we do:

- Be You: Authenticity and Confidence
- Belong: Community and Compassion
- Become: Aspiration and Growth

A rich co-curricular programme, including a dynamic sports provision, ensures students develop the resilience, collaboration skills and curiosity needed to succeed in adult life.

Blenheim Schools Group

In November 2025 Mount House School joined Blenheim Schools Group, a growing family of academically ambitious, child-centred independent schools across the UK. Being part of Blenheim Schools strengthens what makes Mount House special. It allows us to retain our unique identity and ethos while benefiting from the shared expertise, investment and support of a respected education group committed to enabling outstanding futures for every child.



**BLENHAIM
SCHOOLS**



JOB DESCRIPTION

Reporting to: Examinations Officer

Hourly Rate: Competitive

Hours of Work: Casual, as required during examination periods (primarily May and June). Working hours will be agreed in advance. Morning sessions usually begin at 8:00am and afternoon sessions at 1:00pm. Additional sessions may be available during mock examination periods throughout the academic year.

GENERAL REQUIREMENTS

- Previous invigilation experience is not essential as full training will be provided.
- Invigilators must declare any previous invigilation experience and confirm whether they are subject to any current JCQ maladministration or malpractice sanctions.
- Availability must be confirmed in advance of each examination period.
- Invigilators must understand and strictly adhere to all confidentiality and security requirements relating to examinations.
- All duties must be carried out in accordance with JCQ regulations, awarding body requirements and Mount House School policies.

MAIN DUTIES

Before Examinations

- Report to and be briefed by the Exams Officer prior to each session.
- Maintain the security and confidentiality of examination papers and materials.
- Prepare examination rooms in accordance with regulatory requirements.
- Admit candidates under formal exam conditions.
- Verify candidate identity and seat candidates according to the official seating plan.
- Distribute the correct question papers and materials.
- Read out instructions clearly and ensure candidates understand exam regulations.
- Respond to candidate queries in line with JCQ guidance.
- Start examinations in accordance with official timing procedures.

During Examinations

- Supervise candidates at all times and remain vigilant throughout.
- Ensure examination conditions are maintained and disruption is minimised.
- Handle emergencies, incidents or irregularities appropriately.
- Record and report any incidents, suspected malpractice or disruption.
- Complete and maintain accurate attendance registers.
- Respond to candidate queries strictly in accordance with regulations.

After Examinations

- Instruct candidates to stop writing at the correct time.
- Collect and count all scripts and examination materials carefully.
- Dismiss candidates in an orderly manner.
- Check scripts against attendance registers to ensure accuracy.
- Return all examination materials securely to the Exams Officer.

Additional Responsibilities

- Attend and complete required training, briefings and review sessions.
- Complete relevant online invigilator training prior to the start of each academic year.
- Supervise candidates with timetable clashes where required.
- Support approved access arrangements (e.g. acting as a reader or scribe — full training provided).
- Assist with administrative tasks to maintain question paper security, including the 'second pair of eyes' checking process.





PERSON SPECIFICATION

THE IDEAL CANDIDATE WILL BE ABLE TO DEMONSTRATE THE FOLLOWING:

- Reliable, punctual and flexible with good availability during peak examination periods.
- Strong communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Calm, professional and reassuring presence in an examination environment.
- Confident giving clear instructions and managing groups of students.
- Attentive to detail and able to follow strict procedures.
- Basic IT skills (e.g. email communication and mobile messaging).



HOW TO APPLY

To apply for this role, please download and complete our Application Form:

DOWNLOAD APPLICATION FORM

Once complete, please email your application to careers@mounthouse.org.uk with a supporting statement.

Please note that CVs alone will not be accepted and we are unable to accept applications unless they are made on our own application form.

Deadline for applications:

9am on Monday 30 March 2026

Please be aware that only shortlisted candidates will be contacted to be invited for an interview.

We reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closing date.

Mount House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and third parties to share this commitment. The successful applicant will be subject to safer recruitment procedures, including enhanced DBS checks and other appropriate pre-employment background checks.



“Joining Mount House has been an incredible opportunity for professional growth. I’m constantly learning, my ideas are valued, and I feel empowered to make a real difference every day.”

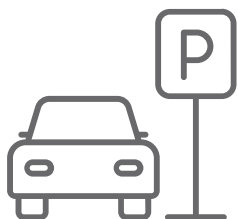
Flaminia (Teacher of Science and Head of Ash House)

BENEFITS

At Mount House, our staff are at the heart of everything we do. We are a close-knit, supportive community where every member of staff is valued for the part they play in helping our students thrive. Working here means joining a team that is passionate about providing an exceptional education, one that balances academic ambition with outstanding pastoral care and an individual approach to every student.

Set within beautiful Grade II listed buildings and grounds in Hadley Wood, Mount House offers an inspiring place to teach and work. We foster a culture of collaboration, professional growth, and mutual respect, where ideas are shared and every contribution is recognised. Whether teaching in the classroom or supporting the wider school community, colleagues enjoy a welcoming, purposeful environment where they can make a genuine difference every day.

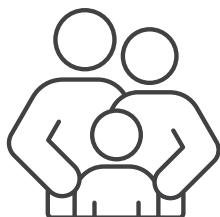
Key Benefits



Free onsite parking



Lunch provided during term time



Fee remission for eligible staff



Pension enrolment will be assessed in line with statutory auto-enrolment requirements, subject to meeting the relevant earnings thresholds.

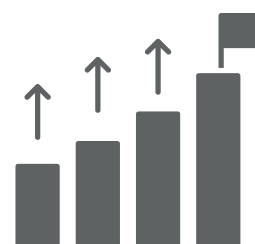


Small and supportive community

Excellent CPD and career progression opportunities



Career growth and development opportunities from being a part of Blenheim Schools Group



Chartered College of Teaching

Opportunity to join the Chartered College of Teaching

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