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# APPOINTMENT OF CHIEF INVIGILATOR

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Permanent | Exam Time Only



ST GEORGE'S  
EDINBURGH



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# MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



## What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

## Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

## We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

## Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

## An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3.

Nearly 600 girls from ages 3 through to 18 flourish in their own sections of the school. Nursery accommodates children from the term of their 3rd birthday through to age 5; Junior School takes pupils from age 5 to 10 through P1 to P5. In our unique structure, Lower School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

### Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

### Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

### International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

### Campus and facilities

Located on two inter-linking sites, St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield.



## Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

## Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



# VACANCY DESCRIPTION

# CHIEF INVIGILATOR

## Job Purpose

- To have responsibility for supporting the Examinations Officer in the administration, organisation and smooth running of identified internal and all public examinations in line with the regulations laid down by the Joint Council for Qualifications (JCQ) (on behalf of the JCQ member awarding bodies), the Scottish Qualification Authority (SQA) and/or other awarding bodies at defined periods identified in each academic year and St George's School examination policies.
- To have responsibility for the organisation of the day to day running of each examination series, including final oversight of arrangements prior to each day in conjunction with the Examinations Officer, Access Arrangement Co-Ordinator, Head of IT Systems and Lead Timetabler.
- To lead a team of invigilators appointed by the school to ensure the smooth running of each examination series, supporting the Examinations Officer in ensuring that the centre is compliant with all awarding authority regulations and requirements in order to ensure security and integrity of the examination system.
- To be responsible for ensuring that the Deputy Head: Academic is made aware of any concerns or issues that are experienced during each examination series.

## Accountable to

Examinations Officer and Deputy Head (Academic)

## Key responsibilities

The following provides an overview of the main duties and responsibilities for the post holder but is not exhaustive and can be subject to change:

### General

- To support the Examinations Officer in overseeing the day to day smooth running of examinations as required during the academic year, including appointment for up to eight hours of preparation for each three days of examinations prior to the commencement of each examination series.
- To be responsible with the Examinations Officer for the invigilators appointed by the school for the running of examinations as required during the academic year, including their training and day to day oversight of their work during examinations, supported where required by Depute Chief Invigilators.



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- To take an ethical approach and work proactively to avoid malpractice among students and staff, taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.

## Before Examinations

- To support the Examinations Office in undertaking the administrative preparation required for the day to day smooth running of examinations, including but not limited to planning for implementation of requirements for examinations laid out by examination regulators, day to day invigilation planning and accurate planning for access arrangement provision for internal and external examinations.

## During Examinations

- To manage the Depute Invigilator/s and Invigilators and have daily meetings during examination sessions.
- To have daily meetings with the Examinations Officer, Head of IT Systems, Access Co-ordinator and Lead Timetabler, with the Deputy Head: Academic attending as needed, during examination sessions.
- To support the Examination Officer with the day-to-day operation of examination venues. This may include, but is not limited to:

Oversight of final invigilation allocation with reference to all relevant requirements.

Oversight of final seating plans for each examination venue.

Oversight of final access arrangement requirements for each day through reference to information made available by the Access Arrangement Co-ordinator, including checking for any final changes in arrangements.

Supporting invigilators with the set up of examination venues, including stationery, equipment, word to word dictionaries etc.

Liaising with the Examinations Officer about requirements that arise during examinations, including changes in invigilator, stationery or equipment requirements.

To work with the invigilators in ensuring that candidates are assisted prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.

To work with the invigilators in ensuring that candidates follow appropriate malpractice guidance once inside the examination venue.

To work with the invigilators in invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with examination regulator procedures.



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To support the Examinations Officer in checking attendance during examinations.

To work with the invigilators in recording details of early leavers and collecting their scripts in line with defined regulations.

To work with the invigilators in escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue.

To support the invigilators with collecting and collating scripts at the end of the examination in accordance with strict procedure.

To support the invigilators with preparation of script envelopes, including packing of examination papers for dispatch.

To support invigilators with supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To ensure effective and relevant communication with the invigilation team, school staff and students.

- To inform the Examinations Officer, and where relevant the Deputy Head: Academic, about incidents, complaints and queries about examinations in a timely manner.
- To support the Examinations Officer with any follow-up reporting to awarding bodies in relation to very late arrival, special consideration or exceptional circumstance requirements during examination sessions.

## Other

- To be familiar with and practise school policies, in particular relating to Data Protection, GDPR (or other relevant legislation), Health and Safety, Confidentiality and Child Protection.
- To work in line with St George's School examination policies and guidance.
- To work in line with examination regulators guidelines and requirements for the administration of examinations.
- To help to create and promote an image of the school which is in accordance with its aims.





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# CHIEF INVIGILATOR

## Addendum

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. Further details of duties, responsibilities and procedures can be obtained from the Staff Handbook.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, unless defined within the details, and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The post holder may also be required to perform any other duties as may be reasonably required as far as is relevant to the requirements of this post.



## Benefits package

- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

## Key dates

- Closing Date - 22nd October 2024
- Interviews - TBC

## Salary Details

- Hourly Rate as per SQA Chief Invigilator Rate

## Working Times

- The Chief Invigilator will work only during fixed dates throughout the academic year i.e. Examination Time. Exact periods of work will be communicated by the Line Manager.

