

Job Pack

Chief Invigilator - Examinations

Permanent - seasonal

Start date: August 2026 however we would like the successful candidate to shadow our Chief Invigilator as an Invigilator in the exam diet from 22 April to 2 June inclusive.

Chief Invigilator -Examinations

About the School

Hamilton College is a non-denominational Christian Independent school for children and young people from the ages of 2-18. The school encompasses Nursery, Junior and Senior levels generating a truly 'family' atmosphere for the individual as they journey through the school.

We provide a challenging, inclusive education for all, with class numbers restricted to ensure that adequate time and provision is accorded to the individual pupil. This philosophy promotes excellence in the individual in their preferred areas of learning. Our Vision and Purpose underpin all that we aim to do at Hamilton College.

Our Vision is that by inspiring children, together we can change their future, shape society and make an impact on our world.

Our Purpose is to be a centre of excellence in education, where children are encouraged to develop their own unique pathways preparing them for life and work and to excel in a changing future.

The school sits in 17 acres of grounds comprising woodland, sports fields and recreation areas and also benefits from stunning views over Hamilton Park Racecourse towards Strathclyde Country Park.

Academic

We are very proud of our academic standards, and our pupils perform consistently and significantly above national averages at all levels throughout the school. In the Junior School, pupils' progress exceeds national expectations at each stage and in the Senior School, our examination results regularly show that we add significant value to our pupils' educational progress.

Uniform

We insist on high standards in all areas of school life, including pupils' appearance and school uniform. A smart and tidy uniform helps us to instil pride in the school and Our Ethos, promote a positive work ethic, support positive behaviour, maintain good discipline, and foster a spirit of partnership among pupils, as well as contributing to school security and personal safety.

Behaviour

We expect pupils to respect the school, each other and themselves and treat others in the way they would like to be treated. Respecting the Whole School Behaviour Code helps to create a safe, pleasant learning environment where each pupil can achieve their best and fulfil their God-given potential.

Christian values underpin everything we aim to do in the school.

**GRACE • CONFIDENCE • WISDOM
INNOVATION • COMPASSION • REFLECTION**

Grace

We aim to be humble, generous, and polite. To give willingly without expecting anything in return. To be aware of the consequences of our actions. To trust and forgive, valuing friendship and service.

Confidence

We aim to be determined. To always do our best and celebrate achievements. To develop our communication skills so that we can express ourselves clearly and articulately. To work well independently and as part of a group.

Wisdom

We aim to make responsible decisions founded on sound knowledge, considered understanding, and informed evaluation. To be balanced, expressing our views assuredly, while respecting other beliefs and opinions.

Innovation

We aim to ask difficult questions and try new things. To dare to be different. To find joy in our learning, and to inspire others. To keep trying when things get tough and to work hard, actively seeking help when we need it.

Compassion

We aim to be caring, empathetic and respectful. To be a welcoming and supportive family which contributes to local, national and international communities. To be principled, honest, and fair.

Reflection

We aim to consider our strengths with self-awareness, while learning from our mistakes. To know ourselves, considering our relationship with God and with the wider world. To listen, think, and use our experiences to advise and support others.

Purpose of the Role:

The Chief Invigilator is responsible for the overall management and supervision of the examination room during Qualifications Scotland (formerly SQA) examinations. This includes ensuring that all exams are conducted in strict compliance with Qualifications Scotland regulations, maintaining the integrity and security of the examination process, and leading a team of invigilators.

For the internal prelim examinations, you will be employed and paid by Hamilton College, however for the final examinations you will be employed and paid by the SQA. As a result, you will require to have a Disclosure Scotland Protection Vulnerable Groups checks completed with the School and the examinations body.

The successful candidate will be required to liaise with the examination officer within the school on all examination matters. They will also be required to liaise with the examination body for final exams.

Training is provided by the examinations body and induction, and safeguarding training is issued by the School to the successful candidate.

Hamilton College offers a range of subjects at Advanced Higher, Higher and National 5 where you will be responsible for administering the examination papers. These are mainly held in the school assembly hall however practical exams and exams where pupils need additional support arrangements are around the school in different locations.

Job Description

Chief Invigilator - Examinations

Particular Duties

To fulfil the defined role for this post, the postholder will be responsible for:

- **Compliance and Integrity**
 - Ensure all Qualifications Scotland examination procedures and regulations are followed.
 - Maintain confidentiality and security of examination papers and candidate scripts.
- **Leadership and Coordination**
 - Brief and supervise invigilators before, during, and after examinations.
 - Allocate tasks and ensure invigilators understand their responsibilities.
 - Arrange an invigilator schedule for the duration of the exam diets both prelims in January/February and final exams April to June.
 - Liaise with IT team on the use of digital papers and additional support resources that are required and approved.
- **Examination Room Management**
 - Prepare the examination venues according to Qualifications Scotland requirements.
 - Check candidate identification and ensure seating arrangements comply with regulations.
 - Start and end examinations on time, following official protocols.
- **Incident Management**
 - Deal promptly and effectively with any irregularities, emergencies, or candidate queries.
 - Report any suspected malpractice or breaches to the Exam Officer for prelims and Qualifications Scotland for external examinations.
- **Administration**
 - Complete all required documentation accurately (attendance registers, incident reports).
 - Ensure scripts are collected, counted, and securely returned to the Exam Officer.

Working Hours:

- During the examination periods of Jan/Feb and April–June, with additional time for training and briefings.

Specific Objectives

Ethos

To make an effective contribution towards meeting the aims of Hamilton College and upholding its ethos.

Health and Safety

To take all reasonable steps to exercise a duty of care and ensure the safety and welfare of pupils and staff.

College Profile

To promote a positive, high profile for the College with pupils, staff, and suppliers.

Resources

To make effective use of the accommodation, resources and facilities.

Person Specification

Chief Invigilator - Examinations

Essential Criteria:

- **Knowledge and Experience**
 - Understanding of Qualifications Scotland examination regulations (training provided if necessary).
 - Previous experience in a secondary or further educational establishment or supervisory role in quality assurance.
- **Skills**
 - Strong organisational and time-management skills.
 - Excellent communication and interpersonal skills.
 - Ability to lead and motivate a team.
- **Personal Qualities**
 - High level of integrity and reliability.
 - Calm under pressure and able to manage unexpected situations.
 - Attention to detail and accuracy in record-keeping.

Desirable Criteria:

- Experience as an invigilator or in exam administration.
- Familiarity with safeguarding and data protection requirements.

Benefits and Rewards

In return for your contribution to the school you will receive:

- Free daily lunch and refreshments
- Friendly, team-oriented and supportive working environment
- Payment in line with Qualifications Scotland

If you would like more information, please contact the PA to the headteacher on 01698 282700 or headteacher@hamiltoncollege.co.uk for an informal discussion.

How to Apply

To apply for this post please complete our application form and write a letter to our Headteacher outlining your interest in the post. Applications should be sent to hcapplications@hamiltoncollege.co.uk by noon on 30 January 2026.

Applications open 14 January 2026 closing date 30 January 2026