

HSC Presiding Officer

Purpose and Outline of Role

Queenwood is seeking Expressions of Interest for the position of Presiding Officer for the 2021 Higher School Certificate. The Presiding Officer is responsible for managing the preparation, conduct and supervision of the HSC exams. The Presiding Officer is supported by a number of exam supervision staff.

Reporting Relationships

As a member of the Curriculum staff, directly responsible for overseeing certain aspects of HSC exams you will report directly to the Director of Academic Operations, and ultimately to the Principal.

Employment Basis

The successful applicant is employed by the NSW Education Standards Authority (NESA) to ensure the examinations are conducted in accordance with the NESA's rules.

Role Responsibilities

- Liaising with the school Principal or delegate for the exam rooms, set-up etc.
- Follow all directions which have been given by NESA about the security and administrative procedures for the exams.
- Maintain the security of examination papers and materials at all times. Including the collection of exam papers from the local examination centre, and delivering completed exam papers to the local examination centre.
- Maintaining a high level of confidentiality at all times.
- Following and observing NESA's Policies and Procedures regarding disability provisions and illness/misadventure applications.
- Following and observing all Child Protection, Emergency Evacuation and Workplace Health and Safety procedures and policies.

Personal Attributes

- Use a vehicle with comprehensive motor vehicle insurance policy, and hold a valid Australian Driver's Licence.
- Have intermediate working knowledge of common computer programs and tasks, such as Microsoft Word, Microsoft Excel, emails, downloading documents etc.
- Be well-organised.
- Have good attention to detail.
- Be able to effectively manage students and a team of supervisors.
- Be available for the duration of the examination period, from 11 October, 2021 – 4 November, 2021.

Eligibility Criteria

- All exam supervisors are required to have an Employee Working with Children Check (WWC) at a cost of \$80.
- The Presiding Officer will need to be available for the HSC exam period which is scheduled to be Tuesday 11 October, 2021 through to Thursday 4 November, 2021. The Presiding Officer will also need to be available for an additional one day of training during August, this will be held in Sydney with the exact date yet to be decided.
- The following are restrictions on eligibility for employment as a Test Supervisor:
 - Any person who has a child or near relative sitting the 2020 Higher School Certificate Examinations cannot be appointed as Presiding Officer.
 - Any person who is currently or was recently employed by the school (paid or volunteer) and may be perceived as a conflict of interest. This may include, but not limited to, clerical staff, casual, relief, part-time or permanent teachers.

Expressions of Interest

- The call for Expressions of Interest will close upon the appointment of a successful applicant.
- Please note that Queenwood accepts only electronic applications, to be emailed to Employment@queenwood.nsw.edu.au.
- Please note that if shortlisted for interview you will be required to provide proof of right to work in Australia for the duration of the appointment.
- If you are interested in finding out more information regarding this role, please contact Gavin Russell at (02) 8968 7765 or Gavin.Russell@queenwood.nsw.edu.au.