

Expressions of Interest HSC Presiding Officer 2022

Wahroonga Adventist School is seeking Expressions of Interest for the position of Presiding Officer for the 2022 Higher School Certificate, with a possible extension beyond this year.

Position Title: Presiding Officer

Organisation: Wahroonga Adventist School

Vacancy Type: Casual

Hourly fees payable to presiding officers and supervisors for 2022 is

\$29.00 p/hr

Position Information:

HSC presiding officers

Presiding officers manage the exam supervision and conduct of HSC exams at a school. Working closely with the principal or their school delegate, a presiding officer's duties broadly include:

- managing a team of supervisors
- managing students' exam conduct
- working closely with the school to manage set-up of exam areas
- checking and organising exam materials before and after each exam
- managing conduct of approved disability provisions for students
- follow NESA's administrative and security procedures.

Presiding officers must be available for the entire exam period.

Essential requirements

Presiding officers must:

- have a valid Working With Children Check clearance for employment
- use a vehicle with comprehensive motor vehicle insurance policy
- be available for the entire exam period
- have intermediate working knowledge of common computer programs, such as Microsoft Word, Microsoft Excel, emails, downloading documents
- be well-organised
- have a good attention to detail
- be able to effectively manage students and a team of supervisors.

Presiding officers must not have a friend or close relative sitting the HSC at any school or be an employee of the school.

Previous experience working in an educational setting would be an advantage. Applications close: 26 April 2021 and should include two referees and be sent to studentservices@wahroonga.adventist.edu.au. Enquiries can be made to the Head of Senior School, Mr Michael St Mart on 9981 2100.

Please email all applications to:

PLEASE PLACE UNDER SUBJECT: Presiding Officer

By 5pm Tuesday 26 April 2022