



KINROSS WOLAROI
— SCHOOL —

HSC/Examination Presiding Officer Senior School

Candidate Information Pack

Closing Date: 1 March 2026

February 2026



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



POSITION OBJECTIVES & RESPONSIBILITIES

The HSC Presiding Officer is responsible for managing the preparation, conduct and supervision of the HSC Examinations, as well as some shorter, school-managed exam periods such as the Trial HSC Examinations and Year 11 Examinations. This role is perfect for someone who is organised, understands the workings of a school or other educational institution and who is looking for flexibility in their work.

The Learning Enhancement Teacher can expect to liaise with:

- The Principal
- Executive, Director, Head of Senior School
- Executive Director, Head of Junior School
- The Learning Enhancement Teacher
- Classroom Teachers
- Executive Director, Learning & Wellbeing
- Director, Learning Systems & Analytics
- External Providers
- Students



POSITION DESCRIPTION

The presiding officer will liaise closely with Kinross Wolaroi School and is responsible for managing the preparation, conduct and supervision of the HSC exams. This includes managing a team of supervisors.

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Duties	<ul style="list-style-type: none">• Liaise with the principal concerning the set-up and conduct of the exams.• Follow all directions given by NESAs regarding security and administrative procedures (NESAs training will be provided).• Collect exam papers from the security centre and keep them secure until the commencement of the examination.• Brief the supervisors before each examination to ensure they are aware of their duties and any special arrangements. The College has a list of supervisors onboarded from previous years, which the Presiding Officer would contact to see if they are available for supervision in 2026.• Oversee the conduct of the supervisors during the exams and the packaging of the papers at the conclusion of the examination.• Implement NESAs policies and procedures regarding disability provisions and illness/misadventure applications.• Be familiar with the policy and procedures regarding Child Safeguarding and emergency evacuation and ensuring all supervisors are also familiar with these policies and procedures.
Other Duties	<ul style="list-style-type: none">• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the School



Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Executive Director, Learning & Wellbeing. For day-to-day operational matters the position will be responsive to the directions of the Learning & Wellbeing (the Supervisor).

SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.



Essential Professional Criteria

- Be 18 years or over.
- Have a valid Working With Children Check clearance for employment.
- Use their own vehicle with comprehensive motor vehicle insurance policy.
- Not have a relative (including children, siblings, grandchildren, nieces, nephews, or cousins) sitting the HSC exams at any school.
- Not have been recently employed by this school (paid or volunteer). Including, but not limited to, clerical staff, casual, relief, part-time or permanent teachers, canteen volunteers, board members or P&C members.
- Not tutor students sitting the HSC exams.
- Have working knowledge of common computer programs and tasks, such as Microsoft Word, Microsoft Excel, emails, downloading documents etc.
- Be well-organised and have good attention to detail.
- Be able to effectively manage students and a team of supervisors.
- Be available for the entire exam period (13 October 2026 to 5 November 2026). There is also the potential for the Presiding Officer to oversee the Trial HSC examinations.
- Abide by all essential NESAs requirements of Presiding Officers as listed on this link: <https://www.nsw.gov.au/education-and-training/nesa/about/employment/supervising-hsc>

Prior experience as an invigilator is not required - a genuine passion for education and supporting the student experience are highly valued.

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

APPOINTMENT CONDITIONS

The HSC Presiding officer is a casual position responsible directly to the NSW Education Standards Authority (NESA). The rate of pay for this position is in accordance with NESA rates, in 2025 this was approximately \$46.20 per hour. This rate does not reflect any increase that may be awarded in 2026.

This position may include the co-ordination and delivery of internal exams



APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

or addressed to

Human Resources
Kinross Wolaroi School
Locked Bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.