

## Application for Appointment (Non-teaching)

### Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

**POSITION APPLIED FOR:**      **Examination Centre Manager**  
**Fixed term / Part Time**

### PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:
Postal Address:	
Telephone Nos: Home:	Mobile:
Email Address:	
Ministry of Education Employment No (if previously employed in the education sector):	
Date of Birth:	Gender: M/F (please circle)      Ethnicity:
Emergency Contact Name:	
Telephone Nos:	Home:      Mobile:
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)	
Any other personal details relevant to your application for appointment:	

### CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. An outline of relevant qualifications and experience, including your current position.
3. The strengths and abilities you would bring to this position.
4. An indication of subjects (and levels) you would be prepared to teach.
5. Those ex-curricular activities you are willing to assist with.

## REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

## DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of **any** offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

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Please return this form via email or in an envelope clearly marked JOB APPLICATION to:

Daniel Wilson  
Principal  
Nayland College  
Nayland Road  
Stoke 7011  
Nelson

School Ph: (03) 547 - 9769  
Fax: (03) 547 - 3498

Email: [sarah.luton@nayland.school.nz](mailto:sarah.luton@nayland.school.nz)

It is the applicant's responsibility to ensure that this application reaches the Principal before noon on the specified closing date: Thursday 4 June 2020

# EXAMINATION CENTRE MANAGER

## JOB DESCRIPTION 2020



Employee:

Hours per week: TBC

Tenure:

Responsible to:

- (i) New Zealand Qualifications Authority (NZQA)
- (ii) Board of Trustees (Pat Davidsen, Chairperson)
- (iii) Principal (Daniel Wilson)

Direct reports: Nigel Lineham

The Examination Centre Manager (ECM) is responsible to the New Zealand Qualifications Authority (NZQA) for the conduct of the NZQA examinations held at examination centres in November / December 2020.

**Note: You may also be required to supervise the school derived grade exams in September (TBA)**

As ECM, you will be responsible for the management of all processes relating to the conduct of secondary examinations at your examination centre according to NZQA procedures. The ECM is also responsible for employing sufficient supervisors to ensure reliable supervision, while using the minimum number of supervisors efficiently. Secondary examinations comprise those for NCEA, and those for New Zealand Scholarship at some examination centres.

Duties		
1.	As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies	<ul style="list-style-type: none"><li>1. Positive professional relationships with all staff members are maintained</li><li>2. Contact with all students, is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance</li><li>3. School administration is supported</li><li>4. The hours of work, as arranged, are strictly followed</li><li>5. The Principal is informed of any absence from work immediately (illness etc) so that other arrangements can be made if necessary</li><li>6. Any other tasks as allocated or directed by the Senior Leadership Team</li></ul>
2.	Primary Expectations	<ul style="list-style-type: none"><li>1. Be directly responsible to NZQA for the conduct of the examinations according to NZQA procedures held at your centre in November / December 2020.</li><li>2. Adhere to processes detailed in the ECM Instructions provided by NZQA.</li><li>3. Comply with health and safety requirements at the examination centre.</li><li>4. Liaise with the school to confirm the accommodation and equipment required for the efficient conduct of examinations.</li><li>5. In consultation with the PN, prepare the examination planner, on-line, prior to the various examinations being held so that supervision is</li></ul>

Duties		
		<p>conducted in the most efficient and economical manner.</p> <ol style="list-style-type: none"> <li>Recruit, contract, police vet and train all supervisors and outline examination procedures to examination assistants.</li> <li>Complete a schedule, on-line, advising names and details of supervisors and examination assistants who will be employed to assist in examination supervision.</li> <li>Provide approved special assessment conditions for specified candidates.</li> <li>Be responsible for the receipt, checking and secure storage of all examination booklets, including late entries, and materials.</li> <li>During examination sessions ensure that all examination processes are being carried out according to NZQA procedures by all supervisors and examination assistants.</li> <li>Supervise examinations in accordance with NZQA requirements.</li> <li>Report all examination irregularities to NZQA using the correct forms.</li> <li>Prepare all candidate answer booklets for collection.</li> <li>Complete and return the Supervisor's Claim Schedule online.</li> <li>Complete and return the ECM Survey.</li> <li>Immediately inform NZQA if you are unable to work and act in accordance with their instructions.</li> </ol> <p><b>For digital examinations, duties below will be included in those listed above:</b></p> <ol style="list-style-type: none"> <li>Oversee (with the PN) the preparation of digital examination rooms.</li> <li>Engage supervisors with sufficient computer experience to ensure candidates are supported during digital examinations.</li> <li>Use the digital examination monitoring tool ('dashboard').</li> <li>Oversee management and supervision of digital examinations according to NZQA's processes and procedures.</li> </ol>
3.	Confidentiality	<ol style="list-style-type: none"> <li>All work in connection with the examinations is strictly confidential to ECMs, PNs and NZQA. The ECM is to ensure the confidentiality of all examination question booklets, and digital examinations if relevant, at all times.</li> <li>ECMs must not discuss any matters relating to the examinations with the media or any persons other than NZQA staff or the PN.</li> <li>All examination question booklets and digital examinations are confidential to supervisors and candidates, and no other persons are permitted to see them during the applicable examination session.</li> </ol>

## PROFESSIONAL DEVELOPMENT AND REVIEW

The Examination Centre Manager is expected to set professional goals and participate in the Nayland College Professional Development Process.

Professional Development discussions with the Supervisor will help identify strengths, highlight issues needing resolution and confirm professional goals. The Examination Centre Manager will undertake training identified as necessary.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Note: This Job Description should be read in conjunction with the relevant Contract of Employment.

This job description may be reviewed annually at the discretion of the Principal.

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**Daniel Wilson** (Principal)

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**Name** (Employee)

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**Dated**