Examination Supervisor

The School
Hillbrook is a co-educational school of 720 students from Years 7 -12, established in 1987. The school offers a broad range of Queensland Curriculum and Assessment Authority subjects, and while the majority of graduates go on to study at university, a number also move into trades and employment. The school’s motto, “In Balance We Grow” underpins life at Hillbrook, which prides itself on its focus on quality teaching and learning and a specialisation in the nurturing of adolescents. We aspire to provide all members of our staff and student body with support in a community environment. Students are encouraged to engage in a range of pursuits to achieve a balance between the academic, creative, physical and spiritual aspects of their lives.

Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All applicants would need to be supportive of the values of an independent Anglican school.

Position Description
At the end of each term students in Years 11 and 12 have an intensive examination period. This usually runs for 5 to 7 days. During this time these students only attend school to sit examinations. The Examination Supervisors supervise and assist with the supervision of these Block Examinations under the direction of the Examination Coordinator.

Duties
- Ensure the environment is appropriate for optimal student performance and exam security.
- To ensure that correct procedure is followed for each examination.
- To ensure that extra equipment supplies are available in the event that they are needed.
- To follow all directions given by the Examination Coordinator.
- To organise students at the beginning and end of examinations.
- To keep an accurate record of student attendance at exams and ensure that absentees are communicated to the relevant Subject Coordinator and to SLT members.
- Keep a record of students who leave the room.
- Facilitate the needs of all students with special provisions.

Essential Competencies
The successful applicant must have:
- Strong communication skills
- Exceptional attention to detail
- Demonstrated ability to follow instructions fully and consistently
- A sound knowledge of exam terminology and protocol
- Demonstrated ability to work well in a team environment across departments
- Prior experience in this role is preferable but not essential
- Demonstrated experience in relation to the essential competencies
Renumeration: Position is casual and will be paid on an hourly basis, at $30 per hour.

It is a condition of employment that applicants must possess or be eligible for a positive notice Blue Card for Child-related employment.

Application Process:

Applications remain open until Monday, 29 February 2016.

In your application you should:

- Clearly address your experience with the competencies outlined above
- Include personal details (including postal and e-mail address)
- Explain why you are interested in this position
- Include names and contact details of three referees

All applications should be addressed to:

The Principal
Hillbrook Anglican School
PO Box 469
Everton Park 4053

Alternatively, they may be sent electronically to: positions@hillbrook.qld.edu.au