



Position Description

Presiding Officer

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

Our staff are curious, courageous and committed professionals—educators, mentors and co-learners—who see their work as both a calling and a contribution. At Roseville, you'll find a supportive and innovative environment where your talents are recognised, your growth is encouraged, and your impact on future generations is both valued and lasting.

The role

- Casual opportunity to support the efficient running of internal examination blocks. Must be available for exam periods including:
 - Year 12 Half Yearly Examinations: Friday 20th March - Wednesday 1st April 2026
 - Year 12 Trial Examinations: Monday 3rd August - Monday 17th August 2026
 - Year 11 Examinations: Monday 7th September - Friday 18th September 2026

Broad objective

The Presiding officer will work closely with the College's Dean of Studies and is responsible for ensuring that examinations are conducted efficiently, and in keeping with relevant NSW Education Standards Authority (NESA) policies and procedures. The prime directives for this position are the assured security of all the examination paperwork, and the wellbeing of the students sitting their exams during exam periods.

Key relationships

- Dean of Studies
- Director of Teaching and Learning
- Head of Department
- Students and Parents
- Head of Inclusive Learning

Reports to

Dean of Studies



Presiding Officer

Key responsibilities

- Create and manage rosters for the supervisor team, ensuring all exam rooms are adequately staffed at all times.
- Attend pre-examination meetings with the Dean of Studies to coordinate exam logistics and timetabling.
- Coordinate with the Head of Inclusive Learning to ensure students with provisions receive their adjustments correctly.
- Act as the lead authority during exams to ensure all procedures are followed, calmly managing any disruptions, technical issues or breaches of conduct.
- Conduct pre-examination briefings for the supervisor team to ensure all staff are clear on their roles, specific student needs, and emergency protocols.
- Maintain accurate records of each examination, ensuring that attendance records and supervisor observations are thoroughly completed for school records.

Child Safety

- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.
- Uphold the highest standard of child safety culture and awareness.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Qualifications, skills and experience

- Have a current Working With Children's Check (WWCC) clearance for employment.
- Be available for the entire exam period commencing Friday 20th March 2026.
- Have the ability to maintain confidentiality of all examination material and conduct.
- Have intermediate working knowledge of common computer programs and tasks, such as Microsoft Word, Microsoft Excel, emails, downloading documents etc.
- The ability to follow all security and administrative procedures as outlined by NESA and internal school policy.
- Have strong organisation skills.
- Have use of a vehicle with comprehensive motor vehicle insurance policy.
- Actively supportive of the Christian mission and values of the College

Essential characteristics

- Exceptional interpersonal & communication skills
- Customer focused and results driven
- Collegial and collaborative
- Conflict resolution skills
- Emotional resilience

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College 27 Bancroft Avenue Roseville NSW 2069 rosevillecollege.com



Presiding Officer

- Initiative
- Innovative
- Adaptable and able to work well under pressure
- Organised
- Approachable

Roseville College is a member of The Anglican Schools Corporation (ASC).