



Dunstan High School

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RAPUHIA TE MATAURANGA HEI TAONGA

Dunstan High School – Examination Centre Manager

Dunstan High School is seeking an Examination Centre Manager to run the NCEA and NZ Scholarship examinations in 2024.

The smooth and successful running of an exam centre is important for all students participating in these examinations.

The position requires you to complete an online training programme and attend a one-day training session with NZQA in August. The position requires you to complete a number of administrative tasks to plan and prepare for the exams. You must be available to work for the entire exam period (Tuesday 5th November to Friday 29th November).

A high level of organisational skills with great attention to detail, strength in following processes precisely, confidence leading people of all ages, proficiency in using a computer and learning to use new computer programmes are essential qualities for this role.

For further information, please email office@dunstan.school.nz

Please send your CV and cover letter to office@dunstan.school.nz

Applications close 5:00pm Friday 17th May 2024.