



**NSW Education Standards
Authority**

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Mrs Natasha Lawrence
66 MEI HWAN DRIVE, 18-09
LORONG CHUAN SINGAPORE 569439
SINGAPORE

Email: tash.lawrence@kariaotahi.org.nz

Dear Natasha,

I am pleased to offer you casual employment with the NSW Education Standards Authority (NESA) in accordance with the *Government Sector Employment Act 2013*.

The details of your conditions of employment are as follows:

Classification: Casual

Hourly Rate of Pay:

PRIVATE BLOCKED

*This pay rate is as outlined in the Rates of Pay for Examination Staff other than Markers' Determination. A copy of the determination is available from your Presiding Officer.

Work Pattern: Flexible, subject to availability and determined by the HSC written exam timetable.

Entry on Duty: The HSC written exams take place from Tuesday, 15 October 2024 to Friday, 8 November 2024. Your presiding officer will inform you of your first shift and your roster. Prior to this period, you may be required to attend a briefing and/or training session(s) with minimum 24 hours' notice.

Role: HSC Supervisor

Exam Centre name: Aust International Singpr

This offer of employment does not establish ongoing employment, nor does it guarantee or imply any subsequent casual employment opportunities for the 2025 HSC exams. Casual employment can be terminated with 1 hour's notice. Circumstances that could result in the discontinuation of a casual employee's service include but are not limited to; the work is no longer available; funds are no longer available; performance of duties is unsatisfactory.

NESA is entrusted with a high level of sensitive and confidential information and expects employees to maintain confidentiality. All casual employees are required to acknowledge and accept the **confidentiality agreement** upon accepting the job offer.

This role is subject to a Working with Children Check (WWCC) for paid employment. You cannot commence paid employment in this position until your WWCC clearance is provided to NESA.

Closed circuit television cameras may be used to continuously record activity in exam centres, NESA operated sites, buildings, foyers, and high-security areas. The security systems may store records of entry and exit through building access points.