



**TE WAKA O KAIPARA**  
NAVIGATE TO SUCCESS.  
EKE PANUKU, EKE TANGAROA.



Kaipara College | 36 Rautawhiri Road, Helensville, Auckland 0800 | 09-420-8640 | [kaipara.school.nz](http://kaipara.school.nz)

## OUR PURPOSE

Our core purpose is to teach our rangatahi so they all reach their potential and are able to take their place as curious, connected and contributing citizens in their community, Aotearoa New Zealand, and the world.

Below are the Kaipara College school values which guide our professional practice:

**WHANAUNGATANGA:** We believe that strong relationships are vital to learning. We develop genuine connections with students, whānau, staff, and our wider community. We come together and share experiences, celebrate diversity, and foster family-like bonds by being intentional and inclusive. These bonds of whanaungatanga create for us a sense of belonging at Kaipara College.

**AROHA:** We approach all interactions with kindness, caring and empathy. We have high expectations of others, and ensure that their mana is maintained with each warm and demanding encounter. We are accountable and responsible for our actions. We show respect for others, their cultures, their beliefs, and we act with integrity and humility.

**KAITIAKITANGA:** We take care of our learning environments, and are considerate in both natural and virtual spaces. We protect people's right to education, while understanding that some knowledge is a privilege to have, that we must care for with respect and gratitude. We look after our school, we look after the environment, and we look after each other.

**ANGITŪTANGA:** We aspire to reach personal excellence in all we do. We value creative and innovative ideas, and solutions. We set challenging goals that motivate us as we strive toward success. We expect that our people will achieve, and we enjoy celebrating our accomplishments.

*Te Waka o Kaipara*

## Kaipara College: Exam Centre Manager (ECM)

### The Opportunity | Te Whiwhinga mahi

Kaipara College is seeking a well-organised and detail-oriented Exam Centre Manager (ECM) to oversee NZQA examinations in November/December 2025. This role is crucial in ensuring the smooth and successful running of our Exam Centre.



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### Key Responsibilities:

- Oversee all administrative and operational aspects of NZQA examinations.
- Recruit and manage Exam Supervisors.
- Ensure all processes are carried out in strict accordance with NZQA procedures.

### Requirements:

- Strong organisational skills and attention to detail.
- Ability to follow processes precisely and lead people of all ages with confidence.
- Proficiency in using a computer and learning new software.
- Availability for the full exam period: Tuesday 4 November – Friday 28th November 2025, 8.30am-5.30pm.
- Completion of an online training programme and a one-day NZQA training session in August.
- Administrative preparation work is required from August to October (with flexible hours).

### Training and Support:

Full training is provided by NZQA, and Kaipara College has a team of experienced staff to provide additional guidance.

If you're interested in learning more, please refer to the NZQA [Examination Centre Manager Role](#) for more detailed information.

### How to apply | Me pēhea te tuku tono

Please send your cover letter and CV, nominating 3 referees, and direct enquiries to:

Tania Clarke, HR Administrator - [tclarke@kaipara.school.nz](mailto:tclarke@kaipara.school.nz)

**Applications close Wednesday, 25 June, at 5:00 pm**