

RUAHINE SCHOOL
APPLICATION AND REFEREE PROCESS
SUMMARY SHEET

"The Best I Can Do, The Best I Can Be."

Tū māia au ki te mahi, tū rangatira au ki te ao!

1-Applicants should provide:

- A CV
- The Principal's Personal Profile
- **Three (3)** referee reports- refer notes below
- A covering letter explaining how the school will benefit from your leadership- 500 word maximum
- Completed person specification sheet outlining examples

2-Deadlines for the appointment process:

- Please note that applications must be received by **email** to carol@edlead.co.nz

and a hard copy by post to
Carol Lynch
edLead Consulting
1122 Rangiotu Road
RD7
Palmerston North

by **4pm Friday 20 October.**

In the subject line enter- Confidential: Principal Appointment.
Mark envelopes- Confidential: Principal Appointment.

3-Referees:

- Please deliver referee reports to your referees.
- Referee forms should be delivered separately from your application and be received by Ruahine School no later than **4pm Friday 20 October.**
- Nominated referees may also be contacted by the appointment committee (or their agents) for further/more detailed information.

4-Shortlisting

- Shortlisting will be completed by **Friday 27 October.** Successful and unsuccessful candidates will be notified shortly after this date.

5- School visits

- School visits to shortlisted candidates schools may take place if required.

6- Interviews:

- Interviews will be held at Ruahine School on **Saturday 4 November**. If you are not available for interview at this time, please note this in your covering letter.

7- Visits to the school/requests for further information:

Applicants are asked to make contact with the current Principal, Leanne Angland should they wish to organise a tour of the school. Phone 06 3749200 or email principal@ruahine.school.nz

The BOT advises that the start date is the beginning of term 1 2018.