



## APPOINTMENT TIMELINE

The KingsWay School Board of Trustees has set the following timeline for the appointment of the **Head of Primary School**. Every effort will be made to keep to the following schedule in determining the successful candidate.

Gazette advertisement	<b>Wednesday, 24 November 2021</b>
Closing date for applications	<b>Thursday, 9 December, 9am</b>
Closing date for Referee Reports	<b>Wednesday, 8 December, 9am</b>
Shortlisted candidates notified	<b>Afternoon of Wednesday, 8 December</b>
Interviews with shortlisted applicants	<b>Friday, 10 December</b>
Appointment announced	<b>Week commencing 13 December</b>
Unsuccessful applicants notified	<b>No later than 17 December 2021</b>

**The following documents to be submitted and uploaded via HR Partner:**

- Application form
- Cover letter
- Curriculum Vitae

**Referee Reports x 3 (to be organised by applicant):**

- Emailed to the Executive Principal, Graeme Budler, via [julia.kinzett@kingsway.school.nz](mailto:julia.kinzett@kingsway.school.nz)

***Please email Julia Kinzett, Human Resources Manager, email: [julia.kinzett@kingsway.school.nz](mailto:julia.kinzett@kingsway.school.nz) , if you have any queries.***