



Waikanae Primary School

Principal Position - Covering letter

14 April 2022

Dear Applicant

Kia ora

Thank you for your interest in the advertised position of Principal at Waikanae Primary School. The Application Pack includes:

- This covering letter
- Application information letter
- Person Specification and Job Description
- The job Application Form. Note: *The Application Form is a separate Word document that can be saved, filled in electronically and emailed back*

NB: For further information about Waikanae Primary School please visit the school website at:
<http://www.waikanae.school.nz>

Our timeline for the application process is as follows:

- Applications close Friday 13 May 2022 at 4pm
- Shortlisting and reference checking commencing Saturday 14 May 2022
- Interviews held during the weekend of Saturday 21 May 2022
- Offer of appointment week commencing 23 May 2022
- *The successful applicant will start at the beginning of Term 4, Monday 17 October 2022*

Covid 19

The stated timeline may be subject to change and Covid may prevent interviews being undertaken the weekend of 21 May 2022. If necessary, new arrangements for interviews will be made with the shortlisted candidates.

Visiting the School

You are welcome to visit the school. Please contact Fiona Charters, the school Business Manager (f.charters@waikanae.school.nz) or phone (04 902 6544) so that we can have someone available to show you around. You have our assurance that your visit will be treated with confidentiality.

For further information

- Please contact the school Business Manager: f.charters@waikanae.school.nz

Ngā mihi

Waikanae Primary School Board of Trustees