



January 2018.

Epsom Normal Primary School – U6

Dear Applicant,

Thank you for your interest in the position of U6 Principal at Epsom Normal Primary, a school of 660 pupils ranging from Year 0 to Year 6. In this application pack you will find the following:

- Letter from the Chairperson.
- School Description
- Person Description
- Job description
- Advertisement
- Clean Slate Act information

You will find further information including the Charter and Strategic plan on the KEA website – www.keaeducation.nz.

You will need to contact Alan Jermaine for an Application Form (a Word document) – alan@keaeducation.nz. You cannot be considered without submitting this form.

The ERO report of August 2013 may be found on the school and ERO websites. The school has a 4-5-year cycle. The ERO team were on-site in June 2013.

You are welcome to visit the school by appointment – phone Brett Bishop [chairperson] on **[021] 737 397**.

Applicants who are shortlisted for interview should certainly visit the school if at all possible. Applicants who are short-listed for interview should be prepared for trustees to visit their schools.

The new principal will start on the first day of term 2, 2018.

The closing date for applications is 5pm, Monday, 19 February 2018. We look forward to receiving your application.

Two other dates to keep in mind: short listing will be in the period 21-23 February and people will be told the outcome of that meeting within 48 hours - interviews will be on the Saturday, 3 March 2018.

If you have any queries in the meantime about the school, do phone Alan Jermaine [09] 418-0156 or [021-119-3309].

E-mail your application form, covering letter and your CV as one or two PDF files if possible saved as "Your name Epsom Normal" to Alan - that is, like "Mary Jones Epsom Normal". No hard copy is required. Email - do not use Doc Hub, Google Docs etc. If your CV is too large for emailing in one document then email it in two "halves".

You do not need to include transcripts, certificates with this material. However, if you are selected for interview you will need to produce, on interview day, the following:

- Teacher Registration card. [Proof of identity as a registered teacher]
- Tertiary study transcripts. [Proof that you have the qualifications you claim.]
- Two photo identifications such as Drivers' licence, passport or RealMe.

Yours faithfully,

Alan

Alan Jermaine
Director
KEA Education Associates