



September 2017.

### Clayton Park School – U5

Dear Applicant,

Thank you for your interest in the position of U5 Principal at Clayton Park Primary, a school of 380 pupils ranging from Year 0 to Year 8. In this application pack you will find the following:

- Letter from the Chairperson.
- KEA letter about the process [this document you are reading!]
- School Description
- Person Description
- Job description
- Advertisement
- Clean Slate Act information

You will find further information including the Charter and Strategic Plan on the school by visiting: [www.claytonpark.school.nz](http://www.claytonpark.school.nz).

The KEA website [www.keaeducation.nz](http://www.keaeducation.nz) has the application pack.

You will need to contact Lynley Rawston for an Application Form (a Word document) – [alan@keaeducation.nz](mailto:alan@keaeducation.nz). You cannot be considered without submitting this form.

The ERO report of August 2016 may be found on the school and ERO websites. The school has a 3-year cycle. The ERO team were on-site in May 2016.

You are welcome to visit the school by appointment with Jolene Marie, acting principal – phone **[09] 267-0077**.

Applicants who are shortlisted for interview should certainly visit the school if at all possible.

The new appointee will work with the Board of Trustees to develop a new Job Description/Performance Agreement during early 2018.

The new principal will start on the first day of term 1, 2018.

The closing date for applications is 5pm, Monday, 30 October 2017. We look forward to receiving your application.

Two other dates to keep in mind: short listing will be in the period 11-12 November and people will be told the outcome of that meeting within 48 hours - interviews will be on the Saturday, 25 November 2017.

If you have any queries in the meantime about the school, do phone Lynley Rawston first [021] 323 011 or Alan Jermaine [09] 418-0156 or [021-119-3309].

The location: The school is located in Manurewa and close to the North-South Motorway on-off ramp.

**E-mail your application form, covering letter and your CV as one PDF file if possible saved as "Your name Clayton Park " to Lynley - that is, like "Mary Jones Clayton Park". 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,

*Lynley and Alan*

Lynley Rawston and Alan Jermaine  
KEA Education Associates