



September 2017.

### **Conifer Grove School – U6**

Dear Applicant,

Thank you for your interest in the position of U6 Principal at Conifer Grove Primary, a school of 530 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
- Professional Standards of a Primary Principals [the “Job Description”]
- Advertisement
- Clean Slate Act information

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

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

You will need to contact Alan Jermaine 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 January 2016 may be found on the school and ERO websites. The school has a 3-year cycle. The ERO team were on-site in November 2015.

You are welcome to visit the school by appointment – phone **[09] 299-7490** for the Principal, Jan Robertson or, after Jan has retired, phone Lee-Anne Maxwell [Assistant Principal] direct on her mobile **[027] 218 4710** or [lee-annem@cgschool.ac.nz](mailto:lee-annem@cgschool.ac.nz)

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, 9 October 2017. We look forward to receiving your application.

Two other dates to keep in mind: short listing will be in the period 20-25 October and people will be told the outcome of that meeting within 48 hours - interviews will be on the Saturday, 4 November 2017.

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

The location: The school and its community is in Takanini 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 Conifer Grove " to Alan – that is, like "Mary Jones Conifer Grove". 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