



Thank you for enquiring about the principal's position as recently advertised in the New Zealand Education Gazette.

You are welcome to visit Flaxmere School at any time by making arrangements through the school office.

**Initial information can be referenced through:-
the School Webpage www.flaxmere.school.nz
ERO reports through the Ministry web site**

For all enquiries please contact:-

**Michael Flynn...the appointment facilitator
Phone 06 8444897
Mobile 021 1723457**

The application package enclosed contains:-

**an application / coversheet
covering letter of introduction, processes & procedures regarding appointment
school information
appointment time line
referee template**

Should you decide to proceed with the application we require from you:-

**a completed application / coversheet
an application letter referencing the person specification
your curriculum vitae
any other optional material you think relevant
a stamped self addressed envelope for the return of your CV & optional material
a completed referee information template**

The short listing will be completed on Saturday 28th January. Before the interviews take place we may make arrangements for a visit to your school. Should we wish to make such arrangements we would like you to make yourself available for up to 90 minutes at the time of our visit. The appointment committee will attend. The purpose of the visit would be to meet with you on a more informal basis to discuss and share ideas that arose from reading your application.

Confirmed short listing of applicants for interview and those successful applicants will be notified by the evening of Wednesday, 1st February.

Interviews will take place on 10th or 11th February.

The successful applicant will commence employment at Flaxmere School at the beginning of term 2 2012.

Should you have any concerns or queries please contact Michael Flynn, appointment facilitator, phone 02 11723457 or 06 8444897.

Larry Jessup

BOARD CHAIRPERSON