



Dear applicant

Thank you for your enquiry regarding the Assistant Principal (Administration) position at Otamatea High School.

Please find enclosed the following:

- A document listing current Senior Leadership Team responsibilities. Please note that these are open to negotiation.
- A proposed job description for the Assistant Principal (Administration) role.

We are looking for the right kind of leader. The successful applicant will exhibit the following:

- Excellent organisational and time management skills
- Excellent communication skills
- Excellent people skills
- The ability to see the big picture in the day to day operations of the school
- A commitment to restorative practices
- An ability and willingness to engage in open to learning conversations
- An ability to form positive relationships with the whole school community in order to engender trust and empower others
- Cultural responsiveness
- A positive and enthusiastic demeanour

The proposed timeline for appointments is as follows:

Applications close: 9am, Friday 18th August 2017

Shortlisting will take place: Tuesday 22nd August 2017 (Shortlisted candidates will be contacted by phone following shortlisting)

Interviews will take place: Monday 4th September 2017

Shortlisting and interview panel: Rachel Clothier-Simmonds (Principal), Llew Smart (BOT Chair), Libby Jones (BOT Deputy Chair) and Dirk Smyth (Deputy Principal - Teaching and Learning)

Yours faithfully

Rachel Clothier-Simmonds
Principal