



Remuera Primary School

October 2009

To Whom It May Concern

Thank you for your interest in the position of Principal at Remuera Primary School.

We have attached the information pack that contains the following:

- Application for Appointment
- Principal Job Description
- Criteria for Appointment
- Person Specification
- School and Community Profile
- Referee Report Template

The following documents need to be completed:

- Application for appointment – to be returned with your CV and covering letter by 3.00 p.m. on Wednesday, 18th November 2009.

Justin Mora
Chair
Remuera Primary Board of Trustees
25 Dromorne Road
Remuera
Auckland 1050

- Referee's report – to be given to each of your two referees for them to return directly to Justin Mora by 3.00 p.m. on Wednesday, 18th November (see address above) or emailed to mora@xtra.co.nz.
- The interviews will be held on the weekend of the 28th/29th November.

A shortlist of candidates will be made by 24th November 2009. Visits to the school can be made before this date by arrangement with the current Principal, Roween Higgle. For further information about the school, or the appointment process, please feel free to contact me at home on 09 522 3394 or 021 901 248.

Yours faithfully

JUSTIN MORA
Chair
Board of Trustees
Remuera Primary School