



Timeline - Wairakei Primary School Deputy Principal Appointment

Date	Key activity
Tuesday 4 March	Principal meet with consultant: <ul style="list-style-type: none"> ● Discuss & agree process, time lines, roles and responsibilities ● Review initial drafts prepared by Consultant <ul style="list-style-type: none"> ○ Timeline ○ Advertisement ○ Application pack ○ Application form
Tuesday 4 March	Updated documentation finalized and sent to the Principal for approval.
Wednesday 5 March	Advertisement placed in the Education Gazette <ul style="list-style-type: none"> ● No fee for online advertisement ● Ad will appear within 2 business days
Wednesday 2 April	Applications close, 5 pm
Friday 4 April Google Meet - 2 pm	Shortlisting meeting

4 April	<p>Short-listed candidates notified Referee Snapshot Reports sent to short listed candidates referees</p> <p>Unsuccessful candidates notified</p>
9 April	Completion date for Referee Snapshot Reports
11 April	Interviews
	Verbal offer to successful applicant made by Principal
	Written acceptance / signed contract received by Principal
	Unsuccessful applicants notified
16 June	Ideally, the start date for new Deputy Principal, but this can be negotiated