



## APPOINTMENT TIMELINE Personal Assistant to Principal

Thank you for your interest in the position. Every effort will be made to keep to the following schedule in determining the successful candidate.

### The proposed time line for the appointment process is:

SEEK and local newspaper advertising	Friday, 2 <sup>nd</sup> March 2018
Closing Date for Applications	Friday, 16 <sup>th</sup> March 2018 5.00 pm
Short Listed Candidates Notified	Tuesday, 20 <sup>th</sup> March 2018 or earlier
School Visit and to meet with Ilona	Weds/Thurs 21 <sup>st</sup> and 22 <sup>nd</sup> March 2018
Interviews	week of Monday, 26 <sup>th</sup> March 2018 (before Easter)
Appointment Commences	as soon as possible or by mutual agreement

### We need to receive completed:

- SMC Application Form
- Curriculum Vitae
- Cover letter

Completed SMC Application Form together with required documents to be emailed to:  
PA to Principal, Ms Ilona Bokuniewicz: [i.bokuniewicz@sanctamaria.school.nz](mailto:i.bokuniewicz@sanctamaria.school.nz)

### Note:

*We will only be able to contact the candidates chosen for an interview. All other applicants will be contacted and informed about the outcome after the appointment process has been completed.*

*We will only consider full applications with completed SMC Application Form, CV and Cover Letter.*