

School Administrator 2017 Application Package

Thank you for your interest in applying for a position at Tamar Valley Steiner School. The package for the above position is attached. It includes:

1. Information for Applicants
2. Position Description incl. Selection Criteria

Please read these documents carefully before seeking further information, for any questions, please contact us the school phone on 0438 917 848 or me directly on 0419 572 808.

Yours sincerely,

Karina Stojansek

HR representative
Tamar Valley Steiner School Council

INFORMATION FOR APPLICANTS

Thank you for your interest in an advertised position. The aim of this Information for Applicants Package is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the Position Description and the Selection Criteria.

Position Description: The Position Description should be read carefully. It provides information regarding the following:

1. Position title
2. Position Purpose
3. Position Duties
4. Position Relationships
5. Selection Criteria
6. Qualifications and requirements

Hours of Duty: The position is full time 1.0FTE, commencing as soon as possible.

Probation: There is a 1 term probationary period.

How to Apply: Your application should include:

1. **Cover letter:** summarising your interest in the position and what you bring to the position
2. **Resume:** A brief summary of your career, outlining relevant positions you have held, major responsibilities and qualifications.
3. **Statements addressing Selection Criteria:** include separate statements for each of the selection criteria which concisely but fully describe how you meet that selection criterion... see page 4 of the Position Description for the 5 Selection Criteria.
4. **Referees:** The names, positions and telephone contact numbers for three referees who can comment on your suitability for the position.

Your application should be emailed to karina@tamarvalleysteiner.tas.edu.au with the subject line Confidential – School Admin Application 2017.

Closing Date Applications close at 5pm Sunday 3rd of September 2017

Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please contact us on 0438 917 848.

Short listed applicants will be contacted by phone and will be required to attend an interview in person. All applicants will be informed once the position is filled.

Contacts for Further Information

If you require further information after reading this information package, please contact us on 0438 917 848.