



*"Kia u mai nga pipi whai huruhuru ma te huruhuru ka rere te manu"
"May the young enter to obtain feathers for with feathers a bird can fly"*

Taumarunui Primary School

Application for Principal Position

Position Available - Term 2 2026 (negotiable)

Kia ora potential applicant,

Due to the retirement of our long service principal The School Board now has to select a principal who will best serve our school going forward. Following the retirement of long-serving principal after 25 years of dedicated service, the Board of Trustees invites applications for this exciting leadership opportunity.

Please find enclosed all the information you will need to apply for the role.

At Taumarunui Primary School our mission is *"to develop lifelong learners who have the skills, values, knowledge and confidence to fulfil their potential"*

Our primary school is located in Taumarunui, in the Ruapehu District. Our school is one of three public and one private schools in the town and we are well supported by our school community.

Our town is within close proximity of the southern shores of Lake Taupo, Tongariro Forest Park, the T42 Traverse and only half an hour from Mount Ruapehu.

Staff at our school enjoy ongoing professional support and work in a safe and friendly environment. If you are an enthusiastic and passionate person who wishes to be a leader of our school and enjoys working in a collegial manner with our staff, children and community, then we would like to hear from you.

The new principal will work alongside a committed and supportive school board, community and staff as well as great children.

To arrange a School visit, please email Board of Trustees Presiding Member Corrina Chase at QuinaChase09@gmail.com

Ngā mihi nui ki a Koutou Katoa
Taumarunui Primary School Board of Trustees

What needs to be completed?

See <https://gazette.education.govt.nz/vacancies> for Application Pack

Visit Taumarunui Primary School website <https://www.taumarunui.school.nz/> for additional information about our school including ERO Reports, Mission, and School Charter

Please provide the following:

- A Letter of Application addressing the Criteria for Appointment
- Completed Application Form
- An up-to-date Curriculum Vitae

Applications need to be emailed to: helpea@taumarunui.school.nz

Timeline:

Friday 13 March 2026	Position advertised in Education Gazette
Thursday 19 March 2026	Advertisement in Taumarunui Bulletin
Thursday 9 April 2026 at 4.00pm	Applications close
Friday 17 April 2026	Shortlisted applicants notified
Saturday 25 April 2026	Interviews at Taumarunui Primary School
Friday 8 May 2026	Successful applicant notified Unsuccessful applicants notified

Note: Your application will not be accepted unless you have attached all the required documents listed below:

- A Letter of Application which addresses the criteria for appointment
- Completed Application Form
- An updated CV

Application form is on the following pages



Maata St
Taumarunui
Phone 07 895 7131
Fax 07 895 7139
027 495 7131
office@taumarunui.school

Application Form - Principal

Title and Surname/Family Name	First Names (in full)

Full Postal Address	Email address	
Mobile	Private:	Work

Teacher Registration Status, number and expiry date: <i>(Please note we can only employ NZ Registered Teachers)</i>

Educational Qualifications:

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

Declaration

Please <u>CIRCLE</u> the appropriate box:		
Are you a New Zealand Citizen?	Yes	No
If not, do you have NZ Resident status and/or a current Work Permit?	Yes	No
Have you ever had a criminal conviction? <i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>	Yes	No
If "Yes" please detail:		
Have you ever received a Police Diversion for an offence?	Yes	No
If "Yes" please detail:		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of your Driver's Licence, or imprisonment?	Yes	No

If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes	No
If "Yes" please state the nature of the conviction/cases pending:		
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes	No
If "Yes", please elaborate:		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?	Yes	No
If "Yes", please detail:		
Do you have a current New Zealand Driver's Licence?	Yes	No

Employment History

Please outline your most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please list your referees information below:

Name	Email	Telephone	Relationship (e.g. employer/principal)

Authority to approach other referees: I authorise the Board, or nominated representative, to approach persons or the Teachers Council, other than the referees whose names I have supplied (which may include your current employer), to gather information related to my suitability for appointment to the position.

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed. I confirm in terms of the Privacy Act 2020 that I have authorised access to referees.

Signature _____ Date _____