

Mount Hutt College
Referees Report
Deputy Principal Position 2012



Name of Applicant: **Position Applied for:** Deputy Principal

Referee Details:

Name.....

Position held

School:
(If applicable)

Address:

Phone: **Work:** **Home:**
 Cell;.....

Date by which Referee's Report is required: **4pm Friday 27th April.**

Thank you for having agreed to be a confidential referee for the above position. Please complete all those sections you feel qualified to give an opinion on. It will assist the Board if you could be as full and detailed as possible in your comments.

Confidentiality: *This report will be treated in the strictest confidence by the Board of Trustees of Mount Hutt College and will be used for no purpose other than for consideration of the named applicant for the position advertised. The report or any part of it will not be given or divulged to any party other than those involved directly in the appointment process. On completion of the process the whole report will be destroyed.*

I agree to act as a referee for the applicant for the position: YES / NO please delete one

Signed: **Date:**

Personal Qualities

How long have you known the applicant?

Under what circumstances have you known the applicant?

1. Leadership Experience

Outline relevant experience(s) that highlight aspects of leadership, including any strategic development that they are involved with.

2. Management Experience

Summarise management experience, including management of resources, systems and projects.

3. Day- to-Day Administration Experience

Detail Administration experience.

4. People Management

Describe leadership style and explain how they lead staff.

5. Final Rating (please tick one box)

- ☐ Outstanding candidate
- ☐ Excellent candidate
- ☐ Not recommended
- ☐ Recommended with reservations as identified in report

If you have any other information relating to the suitability of this applicant, please feel free to add additional pages or contact the Principal.

Principal

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Appointment Secretary

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