



Central Regional Health School

Assistant Principal – Operations management

Person Specification

Essential personal attributes

- Innovative
- Collaborative
- Ethical
- Reflective
- Future-focussed
- Strategic
- Reliable
- Adaptable
- Systematic
- Organised
- Thoughtful
- Energetic
- Approachable
- Resilient
- Focussed

Essential skills and experience

- Cultural competence
- Varied and successful experience delivering the NZ Curriculum
- Proven knowledge and application of current educational theory and practice
- Always focused on positive student outcomes
- Proven and successful experience leading and supporting staff
- Strong prioritisation and time management skills
- Proven ability to motivate, initiate and lead change in an educational environment
- Effective communication with students, their whānau, schools and other agencies
- Collaborative problem solving
- Knowledge of current Government educational policy and relevant legislation
- Collaborative and supportive skills within a senior leadership team
- Effective management of the stresses within a busy work environment
- Committed to on-going learning and development
- Creates clear professional documentation
- Strong and varied information technology competence and innovative practice
- Working knowledge of a student management system, preferably eTAP

Desirable qualities and experiences

- Experience working with young people who have experienced trauma
- Understand the function and structure of student individual plans
- Understanding of learners with complex and diverse needs
- Knowledge of careers and transition pathways, including trades academies; STAR; Gateway
- Knowledge of NZQA processes
- Working knowledge of Microsoft platform including SharePoint
- Website development and management
- Management of online educational programmes

Notes

- CRHS employs primary and secondary trained teachers.
- A current New Zealand teachers' practising certificate is required
- A full (and "clean") NZ driver licence is required