



18 October 2022

J Mackinnon

Email: fyi-request-20858-b427f117@requests.fyi.org.nz

Dear J Mackinnon

Thank you for your email dated 14 October 2022 to Westlake Girls High School requesting official information regarding the hiring process of the school's Property Manager.

Please find below answers to your questions:

1. How many applicants were there? There were 12 applicants.
2. How many were shortlisted? 4 applicants were shortlisted. All applications were reviewed and assessed individually by the interview panel against the core skills and criteria included in the job description (which was available to all applicants). The interview panel included the school Principal, Deputy Principal and Business Manager.

Key criteria were:

- Previous experience in the building or property management industry, preferably in a school.
- Familiarity with Ministry of Education processes and systems around property plans, maintenance, and capital works.
- Previous experience leading a team
- Communication and relationship management skills

3. How many interviews were conducted? The interview panel interviewed 2 applicants.
4. Were Equal Employment Opportunities guidelines followed? Yes, guidelines were followed. Westlake Girls High School has an Equal Employment Opportunities Policy. The purpose of this policy is to ensure that all employees and applicants for employment are treated according to their skill, qualifications, abilities and aptitudes, without regard to irrelevant factors. Please note it is not mandatory for applicants to provide information on their ethnicity, gender or marital status when applying for the role.

I trust that you find this information helpful.

Yours sincerely

Jane Stanley
Principal