|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Date** | **Notes** | **Format** | **Critical for Selection Panel to Attend?** |
| Job advert published  | w/c 22nd July |  |  |  |
| Tours of the School for potential applicants | w/c 9th of September | This is an aspect we might be able to ask the SLT to assist with subject to no applications from the SLT  |  |  |
| Interview/Assessment Planning Meeting | 12th September | To finalise the structure of the Interview Days and Assessment procedure | In-Person | Yes: 1-2 hours |
| Closing Date for Applications  | 16th September | Probably as long as we can realistically keep it open for without compromising the follow on activities/dates |  |  |
| Anonymised Applications sorted and issued to Governors | 17th September | Undertaken by NRHS Business Team |  |  |
| Shortlisting Meeting | 20th September | To determine which applicants (based on their anonymised applications) to take through to interview. MCC to be consulted on proposed candidates. | MS Teams | Yes: 1-2 hours  |
| References sought for shortlisted candidates | 20th/23rd September | Undertaken by NRHS Business Team |  |  |
| Interview Day 1 | 25th September | Exact structure of the day (and Governor time requirements) to be determined at the meeting on 12th September  | In-Person | Yes – Partial – Time TBC |
| Interview Day 2 | 26th September | Exact structure of the day (and Governor time requirements) to be determined at the meeting on 12th September | In-Person | Yes – Partial – Time TBC |
| Selection meeting to determine if an offer will be made to any of the candidates | 26th September | Immediately after the second interview day has concluded | In-Person | Yes: 1 hour |
| Conditional offer made to candidate | 27th September | FGB Sign-off required prior to offer being made | Phone & Email |  |
| Selected candidate hands in their notice | 30th September | This is the last date they can do this to allow them to start in January | N/A |  |