**TIMELINE FOR SCALE A TEACHER POSITIONS**

**GREEN BAY SCHOOL 2024**

|  |  |  |
| --- | --- | --- |
| Timeline Date | Detail | Applicant Action |
| Wednesday 18 October 2023 | Jobs advertised in Gazette on-line | Applicants’ complete application form and forward with curriculum vitae to Principal, Green Bay School, Green Bay 0604 |
| Friday 3 November 2023 | Applications close 4pm. |  |
| Monday 6 November 2023 | Short listing of candidates & referee checks |  |
| Wednesday 8 November 2023 | Interviews with shortlisted candidates | Applicant attends interview |
| Friday 10 November 2023 | Successful applicants notified asap after interview |  |
| Monday 13 November 2023 | Formal written offer of appointment forwarded to successful applicant to be signed and returned | Successful applicant must notify the school in writing within 3 working days of acceptance/non-acceptance |
| Thursday 16 November 2023 | Unsuccessful applicants notified |  |
| January 2024 | Job commences as date negotiated | Appointee takes up position |