

Application Timetable

- Closing date for applicants – **Sunday 2nd July**
- Candidates meeting with Allen Lane – **by Wednesday 5th July**
- Shortlist meeting for Allen Lane & St Mary's – **Thursday 6th July**
- Stage 1 interviews – **week commencing 10th July**
- Stage 2 interviews – **week commencing 17th July**

Interview Programme:

Stage	Activity	Attendees	Venue	Action
Stage 1 Interview At St. Mary's University	10 minute Presentation	Panel to consist of 4	Campus	Need to decide topic of presentation
	1 hr Interview	Chief Operating Officer – Nirmal Borkhartaria Human Resources (Jo Blunden) Senior Leadership Team – Samuel Massiah + Head of School (Karen, John, Chris)		
	20 minutes informal meeting with current FD	Finance Director - Andrew Dyer		
	20 minute tour of St. Mary's University Campus	Interim Director of Estates & Facilities		
Stage 2 Interview	30 minutes interview	Chief Operating Officer – Nirmal Borkhartaria Current FD – Andrew Dyer + HR representative For any questions/queries from Stage 1 interview	Regal House	
	20 minute informal meeting with Group	Head of Business Support - Marcus Andrews + School Representative (e.g. Vanessa Beever, John Brewer, Karen Sanders) + other senior members of Finance tbc		