



NURTURE

**AMBITION
INCLUSION**

**EMPOWERMENT
COLLABORATION**

June 2025

Dear Colleague,

Head of School Recruitment - appointment from January 2026, or sooner where available

Thank you for your interest in Robert Owen. This letter aims to tell you a little about our successful, maintained nursery school and why you may want to apply for the role of Head of School, a vacancy which arose just before the May half term holiday. Due to the short timeframe, this post is now being readvertised for a January 2026 start. We recognise that for most teachers currently working in a school, the resignation date for a September start has now passed. However, should it be applicable, please let us know on your application form if an earlier start would be possible.

This is a fantastic opportunity for an excellent leader with high expectations and a passion for early years to join our friendly and committed staff team and make a difference for our children. A large and inclusive early years setting, Robert Owen values individuality and celebrates differences. Set in the heart of Greenwich, we have been delivering high quality education and serving local families for many years. Close to Greenwich Park and the River Thames, Greenwich's World Heritage site is close by. Our children come from richly diverse backgrounds with many different languages spoken.

We believe positive relationships and a caring ethos are the basis for great learning. Ambitious for all our children and responsive to their needs, we offer an exciting and challenging curriculum for two, three and four-year-olds. We engage children in play-based learning and have a wonderful garden for them to explore. Our experienced and knowledgeable team of qualified teachers and skilled practitioners encourage and facilitate learning opportunities, empowering children to become confident, independent and resilient learners. We value the time children need to explore and develop their own interests, and enhance and support their learning and development through a range of planned activities, experiences and interventions such as Forest School and woodwork.

Robert Owen has a strong community ethos and, for the benefit of all our children and families, we work in collaboration with parents/carers and with a number of other settings and agencies. Since September 2022, we have been working in partnership with Meridian Primary School, sharing an Executive Headteacher and School Business Manager. Following a recent consultation, the governors have decided to federate the two schools, formalising this partnership permanently with effect from July 2025. We are looking forward to the possibilities of this federation in terms of long term sustainability and the sharing of resources and best practice. Both schools are also part of the GCSP (Greenwich Community Schools Partnership) - a group of over 20 maintained schools (including 3 other nursery schools, many primary schools, and some secondary and special schools). I currently co-chair this group which has been successful in sharing CPD opportunities, expertise, and procurement. We also enjoy a close relationship with the Healthcare Community Trust and Early Communication Together Team who we host on site.

There will be a commitment to the professional development of the successful candidate. In addition to working closely with the experienced Executive Headteacher, there will be opportunities to work alongside other leaders within our school and within the federation and GCSP. There will also be the opportunity to take part in a leadership coaching programme alongside other Greenwich school leaders.

Applying for this post

Candidates should complete an application form which can be downloaded from the school website. **CVs will not be accepted.**

Your personal statement can be completed on the application form or attached to it. This is your chance to show us how well you can do this job. You need to refer to all the criteria on the person specification. Just saying you can do something is not enough; we need an example. You can use examples from work, school, college, hobbies, voluntary work or daily life.

Visits to our nursery school are warmly welcomed. If you would like to visit or find out more about the post or the school, please do not hesitate to contact the school office on 020 8858 0529 or email me at jgraham@robertowen.greenwich.sch.uk or the Interim School Business Manager at kmoult@robertowen.greenwich.sch.uk

Please see some further information about the application process below. I look forward to reading your application and learning all about your experience and skills and the difference you think you could make to our nursery school.

Kind regards,



Jo Graham - Executive Headteacher

Further information about the application process

Sending us your application:

Please email or post your application, with supporting statement, to our interim School Business Manager, Kat Moulton, so that it **arrives no later than 12 noon on Tuesday 8th July 2025**

Email: kmoult@robertowen.greenwich.sch.uk. **Please write 'Head of School Application' in the subject title.**

Address: Robert Owen Nursery School, 43 Commerell Street, Greenwich, London, SE10 0EA.

Shortlisting and interviews:

- Shortlisted candidates will be informed by telephone or email.
- **Interviews** will be held at Robert Owen over two days: **Monday 14th and on Tuesday 15th July for those candidates who are successful on day 2.**
- As part of the interview process, shortlisted candidates will be asked to lead an activity with children.
- In line with [Keeping Children Safe in Education \(KCSIE\) 2024](#), we will carry out an online search as part of due diligence on shortlisted candidates.

Important Safeguarding Information for all Applicants:

Robert Owen is committed to ensuring that our school community practises anti-racist behaviours and has a culture that values equality and diversity.

Previous Employment

- In completing your application, please ensure that you provide a full history in chronological order since leaving secondary education.
- Please include periods of any post-secondary education or training.
- Include part-time and voluntary work as well as full-time employment, with start and end dates.
- Ensure you give explanations for periods not in employment, education or training, and reasons for leaving employment.
- Any employment with an Agency must show the Agency as the employer and not the school where the work was carried out.

References

- **Please give the names of at least two referees as applicable to the instructions in the vacancy details, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your headteacher, unless in exceptional circumstances.**
- If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.
- References will not be accepted from relatives or from people writing solely in the capacity of friends.

Disclosure

- Robert Owen is committed to safeguarding and promoting the welfare of children.
- The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act.
- You should disclose any previous convictions, cautions, warnings, reprimands and bind-overs.
- Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered.
- Any information given will be entirely confidential and will be considered only in relation to this application.

DBS and Childcare Disqualification Check

- Any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service.
- In addition, a childcare disqualification check will be completed. More information can be found here:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

- Under this legislation, a person is disqualified if they are found to have committed an offence which is included in the 2018 regulations (a 'relevant offence'). These offences are listed here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741597/APPENDICES-Disqualification under the childcare act statguidance_4_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741597/APPENDICES-Disqualification_under_the_childcare_act_statguidance_4_.pdf)