



Be the best you can be!

20 May 2026

Dear Applicant,

Appointment of Headteacher for Clarborough Primary School

Thank you for your interest in the post of Headteacher at Clarborough Primary School. As Chair of Governors, I am delighted that you wish to find out more about this opportunity to lead our school. We wish to recruit our new headteacher for January 2027. Please find attached:

- An application form
- A job description
- A person specification
- A recent school newsletter

I would also refer you to our school website [Welcome to Clarborough Primary School](#)

I hope you will find this pack helpful and informative and that it will encourage you to apply for the post.

Requirements of the post

Applicants should hold qualified teacher status. It is no longer a mandatory requirement for teachers appointed to their first headship to hold the National Professional Qualification for Headship (NPQH).

This school is committed to safeguarding and promoting the welfare of children and young people. Applicants should note that this post is subject to an enhanced DBS disclosure and other mandatory recruitment and vetting checks, as part of the safeguarding process, for the governing body and County Council to satisfy that the successful candidate is suitable for working with children and young people. The right to work in the UK and work permits will also be required.

How to apply for this post

Visits are warmly welcomed from June 1st and can be arranged by contacting the office on **01777 708065** or by emailing office@clarborough.notts.sch.uk. We will be very pleased to show you around our school so that you can meet our happy, friendly pupils and some of our hardworking staff team.

To apply, please complete the attached application form as fully as possible, apart from Section 5. In place of Section 5, please type a separate letter of no more than **1000 words** addressing the criteria of the Person Specification. We are looking for someone who is:

- An inspirational and resilient leader who can energise staff, pupils and families through both successes and challenges

Head Teacher: Mrs Allison Cowell-Clark
Hillview Crescent, Clarborough, RETFORD, Nottinghamshire, DN22 9JZ
Tel: 01777 708065 Email: office@clarborough.notts.sch.uk www.clarborough.notts.sch.uk

- A leader who can build on the school's current strengths and improve learning further focusing on the school's priorities
- A leader who can model high standards of teaching and learning
- A leader who has high expectations, aspirations and an ability to support the improvement of attainment
- A leader with an ability to manage the school's resources effectively
- A leader capable of working constructively in partnership with pupils, staff, parents, governors and the wider community

Please also note the following when completing your **application form**:

- Any gaps in paid employment should be accounted for in the section of the application form which asks you to detail periods of unremunerated activity.
- It is essential that one of your referees should be your current or most recent employer. If this employment does not involve working with children, your second referee should be your most recent employer **in relation to your work with children**. For an existing Headteacher of a maintained school this should be your County Council or for an Academy this should be the Chair of Governors or Academy Trust.
- If you are invited for interview, you will need to produce confirmation (originals) of the qualifications which you have indicated you hold.

Completed applications should be emailed to HTrecruitment@nottscc.gov.uk to arrive no later than midday on Tuesday June 9th. Applicants should **not** submit a curriculum vitae.

Shortlisting and interview arrangements

Shortlisting is due to take place on June 11th, and interviews will be held on June 22nd and 23rd.

Sections 35 and 36 of the Education Act 2002/School Staffing (England) Regulations 2009 confirm the County Council's powers to make representations if a governing body is shortlisting a person who is unsuitable for the post of Headteacher. Applicants should therefore be aware that Nottinghamshire County Council may need to consider the implications of these rights.

Applicants invited for interview will be contacted as soon as possible after shortlisting. If you have not heard from the school by the date of interviews, please assume that your application has been unsuccessful. The preferred candidate will be expected to satisfy the requirements of the pre-employment checks.

On behalf of the Governors, may I thank you for your interest in this post.

Yours sincerely

Dr Julian White
Chair of Governors