

A group of six diverse children, three girls and three boys, are sitting on a thick wooden log. They are all wearing school uniforms, which include light blue polo shirts and checkered dresses or skirts. They are smiling and looking towards the camera. The background is a lush green forest.

Rickmansworth Park
Junior Mixed and Infant School

Headteacher Recruitment
Candidate Pack - May 2026

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WELCOME FROM OUR CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the Headteacher role at Rickmansworth Park JMI School, I hope you find this information pack a useful introduction to our school. The vacancy has arisen as a result of our current Headteacher moving on to a role as a District School Effectiveness Advisor within Hertfordshire.

In recruiting a new Headteacher we are seeking someone who will make an impact and who can shape and share our vision and ethos, with the enthusiasm, drive and energy to move our school forward into the future, building on the legacy of our current Headteacher.

The Ofsted Inspection in 2025 graded the school as being Outstanding in all areas. The Governors are proud to be part of this exceptional school and believe that a key part of this success are our wonderful staff and Headteacher. The school has a highly motivated and committed staff team, combining teachers and support staff with experience and teachers early in their careers.

We are proud to see ourselves as a safe, happy and inclusive school, educating and caring for pupils from a wide range of family backgrounds from the surrounding area. There is a strong school community with parents who are supportive and engaged, contributing to a strong and generous Parent Association ,RPSA, which is invaluable in raising much-needed funds for the school.

Our children are encouraged and challenged to make the very best of themselves; we want them to leave the school feeling fully equipped for the next stage of their education and to be happy, confident and successful individuals .Behaviour is a strength at the school and outside the broad and balanced curriculum children are encouraged to take part in the many extra curriculum activities on offer.

The school has undergone a major rebuild in the last couple of years and is now energy efficient .The classrooms have been refreshed and the school looks smart.

The closing date for applications is 8th June 2026. For further information about our school, please visit our website at www.rickmansworthpark.herts.sch.uk and to discuss the role and/or to arrange to visit the school, please contact our SBM, Rebecca Davey on sbm@rickmansworthpark.herts.sch.uk to arrange a time and date.

Thank you for your interest in Rickmansworth Park JMI School. My colleagues and I look forward to meeting and interviewing candidates interested in taking on this important and exciting new challenge.

We wish you the best with your application and look forward to meeting you.

Yours faithfully

Lindsay Unsworth
Chair of Governors

ABOUT OUR SCHOOL

Rickmansworth Park JMI is a thriving one-form entry primary school at the heart of its local community. With an Outstanding Ofsted judgement and a well-established reputation, the school attracts families from Rickmansworth and the surrounding area and is currently oversubscribed, with a waiting list for Reception places.

The school serves a diverse pupil population, including children with English as an additional language and pupils who join at different points throughout the year. Whatever their background or starting point, pupils are known well as individuals and supported to achieve their potential academically, socially and emotionally.

Clear routines and consistently high expectations underpin daily life at the school. From Reception onwards, pupils learn in calm, purposeful classrooms where positive behaviour supports learning. Reading, writing and mathematics are prioritised, and outcomes are strong across the school, with pupils leaving well prepared for the transition to secondary education. Alongside this academic focus, the school places great importance on pupils' wellbeing, safety and voice. As a Gold Rights Respecting School, children understand their rights and responsibilities and feel listened to, valued and secure, contributing to a friendly and inclusive environment where pupils feel a strong sense of belonging.

Beyond the classroom, pupils benefit from a broad range of enrichment opportunities. Sport is a particular strength, supported through local school partnerships, while music and the arts are highly valued. All pupils learn a musical instrument during their time at the school, with activities enhanced by the enthusiastic support of an active and committed PTA.

The school is supported by a highly committed and established staff team who work closely together and are invested in the continued success of the school. While expectations are high, staff are supported through strong professional relationships, mentoring and flexible working arrangements. Staff turnover is very low, reflecting a stable team who feel valued and confident in their roles. Financially, the school is in a sound position with healthy reserves. The governing body is experienced, knowledgeable and supportive, providing both challenge and care as the school looks to the future.



KEY INFORMATION

Age range
4 – 11 years

205
pupils on roll

Located in
Rickmansworth

EAL
33%

SEND
17%

FSM
4%

Pupil premium
6%

Attendance
96.4%


Ofsted

Outstanding
June 2025

Quality of education:

Behaviour and attitudes:

Personal development:

Leadership and management:

Early years provision:

Previous inspection grade:

Outstanding

Outstanding

Outstanding

Outstanding

Outstanding

Good

OUR NEW HEADTEACHER

We are seeking a headteacher to lead the school into its next phase. This opportunity would suit an experienced headteacher looking for a rewarding new challenge, or a deputy or assistant headteacher who is ready to step into headship, supported by a strong team and an experienced governing body.

This is a school with firm foundations and a clear sense of direction, providing an excellent platform for a new headteacher to shape the future of the school. Governors are proud of what has been achieved but recognise that the next stage of leadership brings opportunities for fresh thinking, thoughtful development and new perspectives.

The successful candidate will bring clarity, warmth and confidence to the role, and will be able to balance continuity with progression. The school does not require change for its own sake; instead, governors are seeking a headteacher who can recognise and build on existing strengths, while identifying areas where they can make a meaningful impact in response to the evolving needs of pupils, staff and the community.

The headteacher will provide clear and visible leadership, working collaboratively with others and setting direction with confidence. Building strong relationships will be central to the role, with staff, pupils, parents and governors, alongside a commitment to high-quality teaching, learning and wellbeing. The ability to listen carefully, make considered decisions and lead by example will be key.

You will be well supported by an experienced deputy headteacher and assistant headteacher, as well as a committed and established staff team who are reflective, open and invested in the school's continued success. Governors see leadership as a shared endeavour and are keen to appoint a headteacher who will work in partnership, bringing their own leadership style, ideas and experience.

Above all, governors are seeking a values led, people focused headteacher who is motivated by making a positive difference for children, staff and the wider school community.



WHAT WE CAN OFFER

This is a rare opportunity to lead a school that is already thriving, stable and well supported.

We can offer:

- An Outstanding school with a strong reputation and a waiting list for places
- A highly committed, experienced and loyal staff team
- A strong and supportive senior leadership team
- Well-behaved, motivated pupils who feel safe and enjoy learning
- An engaged and active PTA raising significant additional funds
- A knowledgeable, supportive governing body that is not afraid to ask the right questions
- A sound financial position with healthy reserves

We place great value on staff wellbeing and work-life balance. The school has a culture of flexibility and trust, and governors are open to discussing flexible working arrangements for the right candidate.

Professional development is a priority. The successful candidate will have access to high quality support, including the option to participate in HFL Education's Moving to New Headship programme, providing mentoring, networking and practical training during the first year in post.

You will be joining a school that knows itself well, is honest about its challenges, and is ambitious for its future. Governors are committed to supporting the new headteacher as they grow into the role and shape the next stage of the school's development.



JOB DESCRIPTION

Main purpose

The core purpose of the headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To gain this success, the headteacher must

- Lead the delivery of high-quality education by effectively managing teaching and learning and using personalised approaches to enable every pupil to thrive and achieve their full potential.
- Develop and implement a strategy with our community and other schools in order to provide clear educational pathways for our students as they grow older. Ensure sustainable growth and financial security for the school.
- Meet the expectations set out in the [National Standards of Excellence for headteachers](#) and [School Teachers' Pay and Conditions Document \(STPCD\)](#).
- Take strategic and operational responsibility for promoting and safeguarding the welfare of all children and young people, ensuring a culture of vigilance and compliance across the school.



Key responsibilities:

- Engage with and actively promote the school's vision and values through strategic leadership, decision-making, and daily interactions with pupils, staff, and the wider community.
- Secure the understanding and commitment of all members of the school community to the school's strategic direction, with particular focus on those in positions of responsibility
- Drive creativity, innovation and effective use of technologies among colleagues to achieve excellence.
- Develop and implement the agreed School Improvement and Development Plan.
- Secure curriculum intent and implementation of the highest standard, leading to strong outcomes for all students.
- Oversee the operational efficiency, effectiveness and safety of the school on a day-to-day basis, including arrangements for behaviour, safeguarding, SEND and vulnerable learners.

Leading teaching and learning:

- Lead and manage the curriculum in line with school policies and relevant national guidance.
- Promote the development of teaching methods which enable effective learning by all.
- Establish efficient staff timetabling to ensure curriculum requirements are met.
- Ensure the progress of pupils is monitored, recorded and reported to parents and others who have a right to know.
- Develop and implement a whole-school policy for pupil support and wellbeing, underpinned by effective structures and practices.
- Ensure the implementation of strategic policies of the school.
- Model exceptional teaching practice through personal classroom delivery, as appropriate to context.

Health and safety:

- Oversee the development and implementation of policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and ensure that all concerns are recorded and reported appropriately
- Lead a culture that prioritises the safety and wellbeing of pupils and staff.
- Lead behaviour systems that foster a safe, respectful and productive learning environment.

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Management of resources and communication:

- Oversee school budget and finances, ensuring robust procedures for financial management and accountability.
- Develop and implement policies for the procurement, use and protection of all resources, including teaching material, equipment and accommodation.
- Establish clear and effective communication across staff teams and with all stakeholders.
- Consult and communicate with parents about the school and the progress of their children, in particular by arranging regular meetings between parents and teachers.
- Be the school's official correspondent with the Council, external agencies, other schools, parents and the wider community.
- Lead the recruitment, selection, appointment and professional development of teaching and support staff.
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money.

Working with colleagues and professional development:

- Build and maintain effective working relationships with staff, parents, external agencies, other educational settings, and the wider community, and representatives of external agencies with rights to operate in relation to the school.
- Engage in the school's appraisal procedures.
- Undertake ongoing professional development to enhance leadership and performance.
- Lead the appraisal and professional development of others.

Additional Notes

- The headteacher is expected to operate within the parameters of the National Standards of Excellence for headteachers and School Teachers' Pay and Conditions Document (STPCD) and HCC's contractual and financial frameworks.
- The role is defined as Regulated Activity and subject to an enhanced DBS, children's barred list check and satisfactory references.
- The duties listed are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.
- This job description will be reviewed annually as part of the performance management programme.
- The headteacher will have access to a range of professional development activities, including conferences, support groups and appropriate training courses.



PERSON SPECIFICATION AT APPLICATION STAGE

A candidate will only be considered for shortlisting and move forward to the assessment stage if they meet the initial criteria listed here.

It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria.

These criteria should be demonstrated through the application and personal statement, with clear examples backed up with evidence and impact:

Qualifications, knowledge & experience	Application stage
Degree & qualified teacher status (E)	◦
Recent successful school leadership experience e.g. as a headteacher, deputy headteacher, assistant headteacher or senior leader (E)	◦
Up to date safeguarding training with clear commitment to leading safeguarding as DSL, promoting health safety & wellbeing of children and staff (E)	◦
Recent training and development for school leadership (e.g. NPQH or equivalent) (E)	◦
Knowledge and understanding of current legislation, guidance and best practice for child protection, including safer recruitment (E)	◦
Strategic leadership & school improvement	
Sets and upholds high expectations for all pupils - academically, personally, and socially - ensuring they thrive in school and beyond (E)	◦
Has had active involvement in effective whole school self-evaluation and development planning (E)	◦
Demonstrates leadership in analysing data to shape & implement impactful, evidence-based school improvement strategies & raise all children's attainment (E)	◦
Experience of leading change effectively and successfully (D)	◦

PERSON SPECIFICATION AT APPLICATION STAGE

Teaching, learning & curriculum	Application stage
Experience of designing and implementing a broad, balanced and inclusive curriculum, with assessment strategies that support progress for all learners (E)	◦
Deep understanding of high-quality teaching & learning across EYFS, KS1 & KS2 (E)	◦
Absolute commitment to inclusion & high expectations for all pupils, underpinned by knowledge & experience of supporting children with SEND, disadvantaged pupils & low & high attainers (E)	◦
Accountability, governance & working in partnership	
Able to assimilate and manage financial and other data to achieve sound financial decision-making (D)	◦
Proven ability to build strong relationships and manage expectations across diverse stakeholders, including governors, partners, and the wider community (E)	◦
Personal qualities & professional conduct	
Excellent communication and interpersonal skills, including written communication (E)	◦

PERSON SPECIFICATION AT ASSESSMENT STAGE

These criteria will be assessed through interviews, presentations and other assessment tasks:

Strategic leadership & school improvement	Assessment stage
Clear commitment to safeguarding, promoting health and safety and the wellbeing of children and staff (E)	◦
Establish and sustain a culture of high expectations and professional integrity, ensuring all staff are accountable for their contributions (E)	◦
Set and uphold high expectations for all pupils - academically, personally, and socially - ensuring they thrive in school and beyond (E)	◦
Successful track record of developing staff through effective performance management (D)	◦
Experience of leading change effectively and successfully (D)	◦
Experience of implementing strategies to reduce staff workload and improve staff retention (D)	◦
Teaching, learning & curriculum	
Understands the needs of children with challenging behaviours and develop strategies to successfully manage (E)	◦
Understands the strategic role of technology in teaching and learning and experience of embedding edtech to improve outcomes (D)	◦
Accountability, governance & working in partnership	
Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes (D)	◦
Able to assimilate and manage financial and other data to achieve sound financial decision-making (E)	◦
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility (E)	◦
Demonstrates ability to engage positively with parents, carers, and the wider community to support pupil outcomes (E)	◦

PERSON SPECIFICATION AT ASSESSMENT STAGE

These criteria will be assessed through interviews, presentations and other assessment tasks:

Personal qualities & professional conduct	Assessment stage
Demonstrates passion for education, coupled with high levels of integrity, resilience, and emotional intelligence (E)	◦
Demonstrates resilience and composure under pressure, maintaining clarity of thought and effective decision-making in challenging circumstances (E)	◦
Visible and approachable, with empathy and a genuine enthusiasm for engaging and inspiring children and colleagues (E)	◦
Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate (E)	◦
Maintains composure and clarity of thought under pressure, demonstrating resilience and thoughtful decision-making during challenging circumstances (E)	◦
Demonstrates consistently high standards of principled and professional conduct both within and outside school, <u>upholding the Seven Principles of Public Life</u> at all times	◦
Upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs (E)	◦

IMPORTANT INFORMATION

Pay range:	L15 – L21 Fringe. (£74,532 - £85,287)
Start date:	January 2027 or sooner
Closing date:	Monday 8 th June 2026 at 9am
Shortlisting date:	Monday 16 th June 2026
Interview date:	Monday 22 nd June 2026
To discuss the role:	Please contact Chair of Governors, Lindsay Unsworth chair@rickmansworthpark.herts.sch.uk to arrange a convenient time.
Visits to the school:	Tours will be taking place with the headteacher on Mondays, Tuesdays and Wednesdays. To make an appointment, please contact our school business manager - Rebecca Davey on sbm@rickmansworthpark.herts.sch.uk
School website:	Rickmansworth Park JMI School

Rickmansworth Park (JMI) School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks as outlined in Keeping Children Safe in Education (September 2025).

We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.



APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply on either Teach in Herts or My New Term, using the standard online application form. CVs will not be considered. Should you need support, please contact leadership.recruitment@hfleducation.org. Please ask us if you require information about this vacancy in an alternative format.

Application form

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history, explaining any gaps since leaving school education, and include any relevant training you have completed, particularly those in recent years which have helped to prepare you for headship.

Person specification and personal statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

You should use the **STAR format** (Situation, Task, Action, Result) to provide **clear, evidence-based examples of experience and impact**.

References

In line with safer recruitment guidance, we normally request references after shortlisting. Please make sure your referees are aware of your application and are able to provide a swift turn around if needed. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last headteacher or Chair of Governors.

Rickmansworth Park Junior Mixed and Infant School

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<https://maps.app.goo.gl/FcYEEfJgaRhzFaLs7>