

**Chater Infant School**  
**Headteacher**  
**Recruitment Information**  
**February 2026**



**An exceptionally high performing professional and learning culture creating excellent achievement for all.**

*'Remembered for all the right reasons'*



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# Welcome from the Chair of Governors

Thank you for your interest in the post of Headteacher at Chater Infant School.

Chater Infant School is a happy, caring and inclusive community where children are known as individuals and encouraged to develop a lifelong love of learning. Our school serves a richly diverse community, with many different languages, cultures and experiences represented among our pupils and families. This diversity is one of our greatest strengths and plays a central role in shaping our inclusive ethos, curriculum and values.

We are seeking an inspirational and committed Headteacher to join us in this **part-time role**, working collaboratively alongside our current Headteacher. This is a unique opportunity for a leader who values teamwork, shared leadership and professional collaboration, and who is able to contribute positively to a joint approach that ensures continuity, consistency and the very best outcomes for our children.

Our dedicated staff team work tirelessly to create a nurturing environment in which every child feels safe, valued and supported to achieve their full potential. As governors, we are proud of the strong relationships that exist across the school community and of the culture of openness, reflection and mutual respect that underpins our work.

The governing body is highly supportive and committed to working in partnership with both Headteachers, offering appropriate challenge alongside encouragement. We value clear communication, a shared vision and a deep commitment to inclusive practice, community engagement and high standards of teaching and learning.

Chater Infant School is a special place, and we are excited about the next chapter in our journey. If you are a reflective, child-centred leader who thrives in a collaborative leadership model and is passionate about serving a diverse community, we would be delighted to hear from you.

We warmly encourage you to explore our website and, if possible, visit the school to experience first-hand the welcoming ethos and strong sense of belonging that make Chater Infant School such a wonderful place to learn and work.

Yours sincerely,

Trevor Marsh  
Chair of Governors  
Chater Infant School

# About our school

**Chater Infant School** is a two-form entry community school for children from 3 to 7 years of age. We are very proud of our diverse community and celebrate the richness that the various cultures bring to our school.

We aim to create a rich environment that values and promotes trust and equality. We strive to nurture every child as an individual, and to build a culture of successful learners who are confident, resilient, and responsible citizens. We recognise the need to invest in a very high standard of Nursery and Infant education for all children. We strive to provide excellent and positive teaching in a way that will nurture the overall development of all children during the time that they are with us.

We believe in encouraging all children to work hard and to have the highest aspirations. To help the children achieve their full potential, we develop a love for learning through building a high level of respect, self-esteem, commitment and collaboration. It is imperative that our children enjoy school, have fun with their learning and feel safe. We pride ourselves in nurturing the children's personal development, including their social, moral, spiritual and cultural understanding.

The children are actively encouraged to develop the skills that they will need in late life. These skills include: developing a good level of resilience, co-operation with one another and respecting other people who live and work in their community. **Chater Infant School** is a unique and special place.

# Key Facts & Statistics



# Vision & Values

## Chater Infant School - Our Vision

An exceptionally high performing professional and learning culture creating excellent achievement for all

What do you remember about school?  
Good, bad or unmemorable?

These questions shape our school  
and everything we do here:  
Light bulb moments because we learn,  
Sparkling eyes because we are inspired,  
Furrowed foreheads because we are challenged,  
Laughs of delight because we have fun & feel safe.

This is why our school stands  
proud in our community:  
Children want to come to school;  
Parents want to send their children to our school;  
And staff choose to work at our school.

"We believe school should be  
remembered for all the right reasons"

## Our Values:

**COLLABORATION**  
**HARD WORK**  
**ASPIRATION**  
**TRUST**  
**EQUITY**  
**RESPECT & RESILIENCE**

# Why join us?

This is a rare opportunity to join a successful and outward-looking school at an exciting stage in its journey, where ambition, inclusion and wellbeing are central to everything we do.

At the heart of our school is a belief that people matter; children, parents, staff and leaders alike.

You will work in close partnership with a highly experienced and successful Headteacher who values collaboration, trust and shared leadership.

You will lead in a successful, inclusive and outward-looking school where ambition and care go hand in hand.

You will join a warm, diverse and supportive community that places wellbeing, belonging and relationships at its core.

You will be part of a skilled, committed and reflective staff team who are passionate about continuous improvement and excellence.

You will benefit from a flexible, well-established part-time job-share arrangement, offering a rare opportunity to combine senior leadership with a healthy work-life balance.

You will be supported through high-quality professional development, leadership training and coaching, enabling you to grow both personally and professionally.

You will be encouraged to be creative, innovative and reflective in your leadership, shaping practice and contributing meaningfully to whole-school development.

You will help to continue building a strong, dynamic team where all staff are supported to thrive and succeed.

You will work with an engaged, knowledgeable and effective Governing Body that values staff wellbeing and strategic leadership.

You will play a central role in sustaining and developing excellence across our school for every child, every day.

# Job Description

## Part-Time Job-Share Headteacher

### Responsible to: Governing Body

#### Main Purpose of the Role:

The Headteacher will provide professional leadership and management in a job-share arrangement, working closely with the current part-time Headteacher to sustain and improve on the school's Good and improving Ofsted judgement (July 2024) and drive continuous improvement. Working in partnership with governors, the Headteacher will set the strategic direction of the school and sustain its nurturing, inclusive ethos while securing continued improvement.

This post is suitable for an experienced Headteacher seeking a part-time leadership role.

#### Key Responsibilities

##### Strategic leadership

- Collaborate fully with the long-serving Headteacher to lead the school strategically.
- Provide clear vision, direction and leadership for the school in line with its values and ethos.
- Communicate the school's vision, priorities and expectations clearly to all stakeholders.
- Ensure open, transparent and effective communication with staff, governors, parents and external partners.
- Represent the school professionally within the local authority and wider community.

- Lead the development, implementation and evaluation of the School Development and Success Strategy (SDSS) using data and evidence to inform priorities.
- Provide oversight of EYFS, KS1, and SEND in partnership with Assistant Headteachers and SENCO.
- Ensure statutory duties are met and that the school remains compliant with all relevant legislation including safeguarding, and effective governance.
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- Support staff development, wellbeing, and a positive school culture.
- Engage with parents, carers, and the community to strengthen partnerships.

##### Teaching and learning

- Maintain and further develop high standards of teaching, learning and assessment.
- Ensure a broad, balanced and engaging curriculum that meets the needs of all pupils.
- Promote excellence in Early Years and Key Stage One practice.
- Use data and evidence to drive improvement and raise standards.

##### Pupil outcomes and wellbeing

- Promote high expectations for achievement, behaviour and attendance.
- Ensure that safeguarding, welfare and child protection arrangements are effective and robust.
- Foster an inclusive culture where every child feels safe, valued and supported.

##### Staff leadership and management

- Lead, support and develop staff through effective performance management and professional development.

- Build a culture of collaboration, trust and accountability.
- Deploy staff effectively to meet the needs of the school.
- Foster a culture of professional learning, reflection and continuous improvement.
- Support the development of leadership capacity at all levels, including senior and middle leaders.
- Promote staff wellbeing, manage workload sensitively and encourage a healthy work-life balance.

#### Working with governors and the community

- Work closely with the Governing Body to support effective governance and accountability.
- Provide timely, accurate information to governors to enable informed decision-making.
- Build strong partnerships with parents, carers and the wider community.

#### Finance and resources

- Ensure effective financial management and best value for money.
- Oversee the deployment and maintenance of the school's resources and premises.
- Ensure resources are aligned to school improvement priorities and support high-quality teaching and learning.

#### Health and Safety

- Ensure the health, safety and wellbeing of pupils, staff and visitors at all times.
- Ensure compliance with health and safety legislation and local authority guidance.
- Work with governors and relevant staff to maintain safe, well-managed premises and robust risk assessments.



# Person Specification

## Essential Criteria

### Leadership and experience

- Successful experience as a Headteacher in a primary or infant school
- Proven track record of sustaining and improving a Good or better Ofsted-rated school.
- Strong strategic leadership, with the ability to work collaboratively in a job-share model.
- Skilled in building professional relationships with a long-serving Headteacher and senior team.
- Strong understanding of EYFS and KS1 curriculum, teaching, and assessment.
- Knowledge of SEND and inclusive practice, with delegation skills.
- Excellent interpersonal, communication, and emotional intelligence skills.

### Professional knowledge and skills

- In-depth knowledge of current educational legislation, guidance and best practice
- Strong understanding of safeguarding and child protection responsibilities
- Ability to analyse data effectively to inform strategic decision-making
- Excellent communication and interpersonal skills

## Personal qualities

- Collaborative, respectful, and sensitive to the legacy and culture of the school.
- Able to provide fresh strategic insight while valuing continuity and stability.
- Inspirational, resilient and reflective leader
- Approachable, compassionate and child-centred
- Ability to balance strategic leadership with operational oversight
- Commitment to equality, diversity and inclusion
- High levels of integrity, professionalism and emotional intelligence
- High integrity and commitment to staff and pupil wellbeing.

## Desirable criteria

- Experience of leading in a maintained school within Hertfordshire or a similar local authority
- Experience of part-time, job-share or executive leadership models
- Experience of mentoring or supporting other school leaders

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment will be subject to enhanced DBS clearance and other pre-employment checks in line with statutory guidance.

# Important information for Applicants

This post is offered as a part-time Headteacher role within a formal job-share arrangement.

The successful applicant will work collaboratively alongside the existing Headteacher, sharing leadership and management responsibilities in line with an agreed job-share protocol.

The Governing Body is committed to ensuring continuity and stability of leadership for the school.

In the event that either job-share Headteacher leaves the post, the Governing Body would review the leadership structure in line with the school's needs at that time. This is likely to include the initiation of an open and fair recruitment process for a full-time Headteacher, in accordance with the School Staffing (England) Regulations, Hertfordshire County Council guidance, and the school's own recruitment and equality policies.

Any such process would be conducted transparently and would not give rise to any automatic right or expectation of appointment for the remaining job-share Headteacher. All appointments would be made following appropriate governance, consultation and due process.

We warmly welcome applications from ambitious and reflective leaders who share our commitment to excellence, inclusion and wellbeing. This role offers a rare opportunity to combine senior leadership with a sustainable work-life balance, within a school that genuinely values its people. Visits and informal conversations are encouraged, and we would be delighted to discuss the role further with prospective candidates.

<b>Pay range:</b>	<b>Group 2</b>
<b>Start date:</b>	<b>1st September 2026</b>
<b>Closing date:</b>	<b>Noon on 16th March 2026</b>
<b>Shortlist date:</b>	<b>Week beginning 16th March 2026</b>
<b>Interview date:</b>	<b>Wednesday 25th March 2026</b>
<b>To discuss role:</b>	<b>Contact Trevor Marsh, Chair of Governors <a href="mailto:chairofgovernors@chaterinfants.herts.sch.uk">chairofgovernors@chaterinfants.herts.sch.uk</a> to arrange a convenient time.</b>
<b>To visit school:</b>	<b>Contact Karen Arnott, School Administrator on 01923 221060 or <a href="mailto:admin@chaterinfants.herts.sch.uk">admin@chaterinfants.herts.sch.uk</a></b>
<b>School website:</b>	<b><a href="http://www.chaterinfants.herts.sch.uk">www.chaterinfants.herts.sch.uk</a></b>

Chater Infant School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment will be subject to enhanced DBS clearance and other pre-employment checks in line with statutory guidance. We strongly encourage suitable applicants from all backgrounds to apply for this role.

# Application Process

## How to apply

This recruitment is managed by Chater Infant School. Please apply directly by using the standard online application form. Please do not include a C.V. If you need any help email [admin@chaterinfants.herts.sch.uk](mailto:admin@chaterinfants.herts.sch.uk). Please ask if you require information about this vacancy in an alternative format.

## Person specification & personal statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Ensure you include evidence of training and qualifications as well as your background and experience.

## Application form

Applicants must use the online application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history, explaining any gaps. Also include any relevant training you have completed, particularly those related to headship.

## References

In line with guidance we request references are provided after shortlisting. Please ensure referees are aware of your application and can provide a quick turn around. Preferred referees are your last two employers ideally your Chair of Governors and School Effectiveness Advisor or equivalent. Please provide official organisation email.





**Chater Infant School**

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