

NZ Gazette Ad - Principal Vacancy Ngakonui Valley School

Principal / Tumuaki – Ngakonui Valley School (U2) Taumarunui | Rural Full Primary | Start Term 1 2027

Ko Tuhua te maunga, ko Taringamotu te awa, ko Ngakonui te kura.

Ngakonui Valley School sits in a beautiful rural valley just 10 minutes from Taumarunui. It has served a proud sheep and beef farming community for more than 100 years. Our families are close-knit and supportive, and they care deeply about their school.

We are a well-resourced school with large, attractive grounds. We have a swimming pool, a school kitchen, courts, a bike and scooter track, and a community hall. Our caring staff and tamariki love learning, and literacy and numeracy are at the centre of what we do.

Our Board is looking for a principal who will commit to Ngakonui. We want someone to bring steady, settled leadership, build trust with whānau, and grow learning and teaching.

This is a great opportunity for an experienced or aspiring leader who:

- has excellent curriculum knowledge and high expectations for every learner
- works alongside staff, the Board, whānau and the wider community
- is visible, approachable and good at building relationships with a wide range of people
- works hard, is keen to learn, and will make the most of support from curriculum advisers, leadership advisers and an engaged Board

If you can see yourself leading our team and community, we would love to hear from you.

To get an application pack, or to arrange a visit, contact **Rubina Charman** at **office@nvs.school.nz** or **021501392**.

Applications close: 3pm, Friday, 6 November 2026

Letter to Applicants

7 October 2026

Tēnā koe,

Thank you for your interest in the position of Principal / Tumuaki at Ngakonui Valley School. Our Board of Trustees is looking for a committed, collaborative and hard-working leader to guide our school into its next chapter.

Ngakonui Valley School has served its rural community for more than 100 years. We sit in a beautiful valley just 10 minutes from Taumarunui, surrounded by a proud sheep and beef farming community. Our families are close-knit, supportive and deeply connected to their school.

We are well resourced, with spacious grounds, a swimming pool, a school kitchen, courts, a bike and scooter track, and a community hall. Literacy and numeracy are at the heart of our teaching, alongside sport, education outside the classroom and the performing arts. Our staff are caring and our tamariki love learning.

We want to be open with you. Over the past few years our school has had several changes in leadership, and our roll has felt the effects. Our community is ready for settled leadership, and the Board is fully committed to supporting the right person to rebuild confidence and grow our roll.

You will not be doing this alone. The Board will make sure you have access to curriculum advisers and experienced leadership advisers, and we will work alongside you as a supportive, engaged governance team. This makes the role an excellent opportunity for an aspiring leader, as well as an experienced principal looking for a rewarding rural school.

We invite applications from leaders who:

- have excellent curriculum knowledge and high expectations for every learner
- work collaboratively with staff, the Board, whānau and the wider community
- are visible, approachable and build positive relationships with a wide range of people
- are hard-working, open to learning, and keen to make the most of expert advice and support
- can see themselves becoming part of a rural community

Applicants should provide:

- **A current CV.** Please make sure it is up to date and relevant to this position, including your full teaching work history. If you are shortlisted, you will need to bring verified copies of all documents referred to in your application.
- **A completed Application Form** (included in this pack).
- **A covering letter** outlining the skills and experience you would bring to Ngakonui Valley School referring to the job specification criteria.
- **Three referee forms.** Please send the Referee Form to three referees to complete and return: one must be the principal or presiding member of your current school, one a teaching or leadership colleague you currently work with, and one a colleague of your choosing.

We warmly welcome visits to the school. To arrange a visit, please contact Rubina Charman on 021 501392.

Applications should be emailed to office@nvs.school.nz

Applications close at 3pm on Friday, 6 November 2026. The position starts in Term 1 2027.

We look forward to hearing from you.

Ngā mihi nui,

Elise Adams

Presiding Member, Ngakonui Valley School Board of Trustees

Application for Appointment: Principal / Tumuaki

Ngakonui Valley School (U2) – Commencing Term 1 2027

Important notes for applicants

Please read these notes, answer every question, and sign and date the declaration in Section G. Applications close at **3pm on Friday, 6 November 2026**. Email your completed application to **Rubina Charman at office@nvs.school.nz**.

1. **Your application should include:** this completed form, a current CV, a covering letter addressing the person specification and job description, and copies of your qualifications. Originals will be sighted if you are appointed.
2. **Interviews:** shortlisted applicants are welcome to bring whānau or support people at their own expense. Please let us know in advance.
3. **Accuracy:** giving false or misleading information, or leaving out relevant information, may lead to an offer being withdrawn or, if appointed, to dismissal.
4. **Safety checking (Children's Act 2014):** the principal is a core children's worker. The Board must complete a full safety check before appointment, including identity verification, a New Zealand Police vet, a Teaching Council registration check, a review of your work history, referee checks, an interview and a risk assessment.
5. **Specified offences:** a person convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 cannot be employed as a core children's worker unless they hold an exemption. The Criminal Records (Clean Slate) Act 2004 does not apply to these offences, and they will appear in Police vetting results.
6. **Clean Slate:** under the Clean Slate Act 2004 you do not have to disclose convictions that meet its criteria (no offending for 7 consecutive years since sentencing, no custodial sentence, not a specified offence, and all fines and costs paid). If you are unsure whether this applies to you, contact the Ministry of Justice.
7. **Identity:** shortlisted applicants must bring one original primary identity document (for example, a passport or NZ birth certificate) and one original secondary document (for example, an NZ driver licence), as set out in the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015. If your name has changed, bring evidence of the change.
8. **Privacy Act 2020:** the information you provide will be used only to assess your application and will be seen only by the appointment panel and its adviser. The successful applicant's form will be kept on their personnel file. All other applications will be securely destroyed after [90 days] once the appointment is confirmed. You may ask to see and correct the information we hold about you.

Section A: Personal details

Question	Your answer
Surname	
First names in full	
Preferred name	
Have you been known by any other name(s)? If yes, please list them	☐ No ☐ Yes:
Postal address	
Email address	
Phone (mobile)	
Phone (other)	

Section B: Registration, qualifications and right to work

Question	Your answer
Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand?	☐ Yes ☐ No
Teaching Council registration number	
Practising certificate expiry date	
Are you a New Zealand citizen or resident, or do you hold a work visa that allows you to take up this position?	☐ Yes ☐ No
If on a work visa: visa type and expiry date	
Do you hold a current full New Zealand driver licence?	☐ Yes ☐ No

Qualifications. Please attach copies of your certificates.

Qualification	Institution	Year completed
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Section C: Employment history

List all your employment for at least the last 10 years, starting with your current or most recent role. The Children's Act requires us to review your work history for at least the last five years, so please explain any gaps of more than three months (for example, study, travel, parental leave or caring for whānau).

From (month/year)	To (month/year)	Position held	School / employer and location	Reason for leaving
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Gaps in employment and what you were doing:

Section D: Safety checking and suitability

If you answer **Yes** to any question, give details in the space provided or on a separate sheet marked "Confidential".

Question	Answer	Details if yes
Have you ever been convicted of an offence (excluding convictions covered by the Clean Slate Act 2004)?	☐ Yes ☐ No	
Have you ever been convicted of a specified offence under Schedule 2 of the Children's Act 2014?	☐ Yes ☐ No	
If yes, do you hold an exemption under the Children's Act 2014?	☐ Yes ☐ No	
Have you ever received Police diversion, or been discharged without conviction?	☐ Yes ☐ No	
Do you have any charges pending, or are you awaiting sentencing?	☐ Yes ☐ No	

Have you ever lost your driver licence (temporarily or permanently) because of a driving offence? ☐ Yes

☐ No

Have you ever been the subject of a complaint, investigation or concern relating to the safety of children or young people? ☐ Yes

☐ No

Have you ever been the subject of a Teaching Council (or former Education Council) complaint, mandatory report, competence review or disciplinary process, or are you currently under investigation? ☐ Yes

☐ No

Have you ever been dismissed, or resigned while facing a disciplinary or competency process? ☐ Yes

☐ No

Is there anything, including any health matter or condition, that may affect your ability to carry out the duties of this position, or that the Board should know about to support you in the role? ☐ Yes

☐ No

Is there any other information that may affect your suitability to work with children, or for this appointment? ☐ Yes

☐ No

Section E: Referees

Please give three referees. One must be your current or most recent employer or the person you report to (for example, your principal or Board presiding member), and one a teaching colleague you have worked with for at least two years. Please do not list family members.

Name	Position and organisation	Relationship to you	How long known	Phone	Email
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Authority to make further enquiries

Answer

I authorise the Board, or its appointment adviser, to contact people other than my named referees (including previous employers) about my suitability for this position.

☐ Yes

☐ No

I authorise the Board to obtain information held by the Teaching Council of Aotearoa New Zealand about me, including any matters under investigation.

☐ Yes

☐ No

Section F: Job specification: Key criteria

For each criterion, briefly describe a role where you have shown it, what you did. ***Detail this in your cover letter.*** Below record which referee can speak to the job specifications.

Criterion	Referee who can confirm
Excellent, up-to-date curriculum knowledge, including literacy and numeracy, with high expectations for every learner	
Leading and developing teachers to build highly effective teaching practice	
Using assessment data to identify needs, plan improvement and accelerate progress	
A visible, approachable and collaborative leader who builds positive relationships with staff, tamariki and whānau	
Working with a Board and community to set a shared strategic direction and grow the school roll	
Supporting success for Māori learners and learners with additional needs, and honouring Te Tiriti o Waitangi	
Hard-working and open to learning, actively using professional advice, mentoring and professional learning	

Organised, fair and consistent, with sound management of people, property and finances

Understands and values rural community life and is committed to becoming part of the Ngakonui community for the long term

Section G: Declaration and consent

By signing below, I confirm that:

- the information in this application, my CV and covering letter is true, correct and complete
- I understand that false, misleading or missing information may lead to my application being declined, an offer being withdrawn or, if appointed, my dismissal
- I know of no reason why I would be unsuitable to work with children
- I consent to the Board carrying out a safety check under the Children's Act 2014, including a New Zealand Police vet, identity verification and referee checks
- I consent, under the Privacy Act 2020, to the Board collecting and using information about me from my referees and from the other sources I have authorised in Section E

Signature: _____ Date: _____

Full name: _____

If you are shortlisted, you will be asked to sign a hard copy of this form at the interview.

Application checklist

- Completed every section of this form, and signed the declaration
- Attached a current CV
- Attached a covering letter addressing the person specification
- Attached copies of qualifications and current practising certificate
- Given three referees and sent each the Referee Form
- Emailed my application to Rubina Charman at office@nvs.school.nz by 3pm on Friday, 6 November 2026