

**Request for Referee’s Report for the position of:**

**Principal**

**Albany Primary School**

**Confidential to the Board of Albany Primary School and   
Nicky Knight of The Education Group Ltd**

**This page is to be completed by the applicant**

Dear (name of Referee)

I am an applicant for the position of Principal at Albany Primary School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Nicky Knight**

**The Education Group Ltd**

**Level 2, 24 Manukau Road, Auckland 1023**

**OR**

**admin@educationgroup.co.nz** *(preferred)*

Referee reports must be received by **1:00 pm, Wednesday 22 October 2025.**

Yours sincerely

Applicant



**Referee’s Report**

**(Confidential to the Board of Albany Primary School  
and Nicky Knight of The Education Group)**

**For: (Candidate to complete)**

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Name of Referee: |  |
| Phone (work): |  |
| Phone (Mobile): |  |
| Email: |  |
| Are you prepared to be contacted by telephone or email to follow up on the information contained in this report if necessary? | Yes No |

1. **What is your relationship to the applicant?**
2. **How long have you known them?**
3. **What opportunities have you had recently to see them at work?**

**Please assess the applicant’s performance for each of the following selected performance indicators by placing a X in the appropriate column.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Appointment Criteria** | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent | Unknown |
| **POU TANGATA - LEADER OF PEOPLE** | | | | | | | |
| Is an experienced leader who can work effectively with the Board, Senior Leadership Team and staff to drive the school’s vision and strategic goals through collaborative approaches and teamwork |  |  |  |  |  |  |
| Fosters a collaborative, high trust approach to leadership, professional growth and able to build capability in others |  |  |  |  |  |  |
| Has the ability to protect what is valued while leading improvements and change |  |  |  |  |  |  |
| Models and values hauora (holistic health and wellbeing) |  |  |  |  |  |  |
| Is visible and engaged, able to build connections between students, whānau and our multicultural community |  |  |  |  |  |  |
| Is able to maintain and enhance our inclusive school culture |  |  |  |  |  |  |
| **POU TIKANGA MĀORI** | | | | | | | |
| Gives meaningful effect to Te Tiriti o Waitangi in the context of our local environment and curriculum |  |  |  |  |  |  |
| Demonstrates culturally responsive practices and understands what this means and looks like in our diverse educational context |  |  |  |  |  |  |
| **POU AKO - LEADER OF LEARNING** | | | | | | | |
| Sets and maintains high expectations and will commit to improved academic progress and achievement and equity of outcomes for all students |  |  |  |  |  |  |
| Has an in-depth understanding of The New Zealand curriculum and can support its implementation using an evidenced informed approach |  |  |  |  |  |  |
| **POU MAHI - LEADER OF OPERATIONS** | | | | | | | |
| Displays excellent school administration skills and experience in the management of the school in the areas of finance, personnel, property and health and safety |  |  |  |  |  |  |

1. **What are the main reasons they will stand out as being an excellent candidate for this Principal position?**
2. **What are their areas for further development?**
3. **If you were in our position, would you appoint them as Principal without reservation? Please supply the reasons for your response.**
4. **Overall ranking**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUMMARY: | Outstanding  No reservations | Highly recommend | Recommend | Recommend some reservations | Do not recommend |
| How would you rank the applicant for the position? |  |  |  |  |  |

1. **Any other comments that will help the Board consider this applicant?**

**Please return directly to: Nicky Knight**

[admin@educationgroup.co.nz](mailto:admin@educationgroup.co.nz)

The Education Group Ltd, PO Box 26480, Epsom Auckland 1023

**By: 1:00 pm Wednesday 22 October 2025**

Many thanks for taking the time to complete this report.