



MANUREWA CENTRAL SCHOOL

PRINCIPAL | TUMUAKI

APPLICATION PACK 2025



THANK YOU FOR EXPRESSING AN INTEREST IN THE POSITION OF PRINCIPAL|TUMUAKI AT MANUREWA CENTRAL SCHOOL

Thank you for expressing interest in the position of Principal | Tumuaki at Manurewa Central School.

The following documents and links are included with this application pack:

- Welcome letter from the Presiding Member
- School Profile
- Criteria for the appointment
- Instructions for completing the application
- Timeline for applicants
- Job Description
- Application form (a separate document)
- Referee report (a separate document)

Further information about Manurewa Central School can be found on the school website:

<https://www.macent.school.nz/>

The application for appointment form is to be returned with your CV and covering letter by:

1:00 pm Thursday 6 November 2025

- Email to: admin@educationgroup.co.nz (subject line: Manurewa Central School Principal position) OR
- Deliver to: Tanya Prentice, Office Manager, The Education Group Ltd, Level 2, 24 Manukau Road, Epsom

Referee report forms are to be given to your **three** referees for them to return directly to The Education Group Ltd by **1:00 pm, Tuesday 4 November 2025**

For any further queries please contact Tanya Prentice at the Education Group office (Ph: 09 953 0523) email admin@educationgroup.co.nz) or Nicky Knight, the Appointment Advisor (Ph: 021 420 299) email nickyknight@educationgroup.co.nz)

Once again, thank you for your interest in applying for this position.

Nicky Knight
Director, The Education Group
Appointment Advisor to the Manurewa Central School Board



WELCOME FROM THE BOARD

10 October 2025

Tēnā koe,

On behalf of the Board of Manurewa Central School, thank you for your interest in the position of Principal | Tumuaki. This is a special role in a kura with both deep roots and a bold future, and we are eager to learn how your leadership could help shape the next chapter of our story.

Manurewa Central is one of the oldest schools in South Auckland, and our long history is a source of pride and strength. Generations of learners, whānau, and staff have built the strong reputation we enjoy today; a school where high expectations, inclusivity, and community connection are the hallmarks of our success. We are committed to honouring this heritage while also equipping our tamariki to thrive in a rapidly changing world.

Our guiding motto captures this connection between past, present, and future – *per ardua ad astra* (Latin: “Through adversity to the stars”) – or, as we express it today, *Effort Brings Reward*.

These words speak to our enduring belief that with perseverance and courage, every learner can reach their potential.

At Manurewa Central, our vision is for tamariki who are inspired to *dream big, believe in themselves, shape the future, and learn without limits*. Our learner profile, *He Manu Rere*, supports children to develop resilience, creativity, collaboration, and pride in their achievements. Alongside academic strength, we offer rich cultural, sporting, and community opportunities that nurture the whole child.

The Board is seeking a principal who will uphold these values, lead with integrity and inclusiveness, and bring fresh vision to ensure continued excellence. We are looking for someone who will:

- Champion equity and diversity, ensuring Māori achieve success as Māori,
- Strengthen the quality of teaching and learning, with a focus on the refreshed curriculum,
- Support the wellbeing and hauora of staff and students,
- Build capacity in middle leadership, and
- Deepen partnerships with whānau, iwi, and the wider community.



This is a unique opportunity to lead a kura that treasures its history while shaping a dynamic future. You will be supported by a strong staff, an engaged Board, and a diverse community who share a commitment to our vision.

Thank you once again for your interest. We look forward to hearing your story, your leadership aspirations, and how together we can ensure that *effort brings reward*.

Ngā mihi nui,
David Leach
Presiding Member
Manurewa Central School Board



MANUREWA CENTRAL SCHOOL PROFILE



Overview

Manurewa Central School is a U6 co-educational state contributing school with an EQI 446. It is located in the centre of Manurewa in very close proximity to all local resources. Excellent use is made of these resources in school and classroom programmes.

Manurewa Central School is a medium to large urban school comprising seven ILE spaces and 4 single cell classrooms. Additional facilities include, an administration area with staff facilities and a community conference room, an information centre featuring a library and information technology area, an auditorium, an ESOL specialist room, A specialist learning centre, a swimming pool with changing facilities, a literacy centre, three adventure playgrounds, an outdoor turf area, a native bush area and school community gardens, proudly supported by OKE Gardens and Garden to Table. We are proud of our school learning spaces and excellent outdoor facilities and areas which provide additional outside learning and play spaces throughout the school. Two resource teachers of literacy are currently employed by Manurewa Central School Board and support literacy across all Manurewa primary schools.

The school philosophy is embraced in the principal educational aim,

“All children will learn - Ka ako ngā tamariki katoa.”

Implicit in this, is the development of a positive school tone where children and staff feel happy and secure in the learning and teaching environment. The positive playground environment is a feature of this school.

The school motto, **“Effort Brings Reward”** and the values of **‘Passion, Respect, Integrity, Diversity, Excellence’** feature as an integral part of curriculum planning, curriculum delivery and school tone, forming the foundation for all school programmes.

Parent and community participation is actively encouraged through regular school and classroom programmes and extra-curricular activities. Parents are extremely supportive but fundraising is kept to a minimum, with one major fundraising event each year. Further funding is received from various trusts, as a result of applications, to provide our tamariki with the best possible learning outcomes.

The school is fortunate to have a dedicated staff who actively promote high expectations in order to develop the academic, social, physical and emotional well-being of **all students**.

Our strategic goals for 2026 - 2028 encompass the following priorities:

Quality Teaching and Learning - Ako

- To effectively enact Te Mātaiaho enhancing the quality of teaching, and fostering improved outcomes for all learners

Equity and Inclusion - Mana Taurite

- To foster a nurturing and inclusive learning environment where all ākonga feel a strong sense of belonging, and where diverse backgrounds are celebrated as a source of strength

Collaborative Partnerships - Mahi Tahī

- To work constructively with colleagues, parents/whānau and the community to support the learning and wellbeing of each learner

Our local Manurewa community has a relatively stable population. Parent support for the school is through a strong School Board and a diverse school community. The school is fortunate to enjoy a supportive home and community liaison. Relationships with the local community are actively fostered.

The current capacity roll of the school is 520 students. Currently the ethnic composition of the school roll is:

Maori	15.6%
Pasifika	24.6%
Indian	36.9%
NZ European	12.7%
Asian	5.9%
Other	4.3%



This diversity contributes to a vibrant and culturally rich learning community- a strength of our school.

The school has had a closed roll since 1990. However, given the nature of the school's home zone in relation to other schools, the majority of the school population resides outside of the zone. It is significant that approximately 80% of the students come from outside the school zone.

The most recent ERO report (2023) is available on the ERO website. The school is currently on a 4-5 review cycle and has been allocated an Education Evaluation Partner under the new system of ongoing review and evaluation.

The **Manurewa Central School Board** hopes that you will find the information provided on the school website (<http://www.mancent.school.nz>) informative and helpful.

CRITERIA FOR THE APPOINTMENT

The Principal will meet the following criteria which have been created by the Manurewa Central School Board following consultation with our staff, students and wider community.

We are looking for a Principal who:

POU TANGATA - LEADER OF PEOPLE

- Is future focused, collaborative and empowering, confident in strategic decision making
- Respects and builds upon our educational journey, acknowledging and valuing our longstanding history, values, and traditions
- Is visible and present in the playground, classrooms and at school events
- Is approachable, kind, inspiring and connects personally across the whole community
- Communicates effectively with the school's community – staff, students, parents/whānau Is proactive, transparent and consistent.
- Models cultural humility within a multicultural community

POU AKO – LEADER OF LEARNING

- Has up to date curriculum knowledge and ability to lead meaningful change
- Promotes excellence with a focus on academic and personal growth for all students
- Strongly supports staff professional learning and builds leadership capability
- Puts students at the heart of all decision making ensuring equitable opportunities for all learners

POU TIKANGA MĀORI

- Demonstrates a deep understanding of **Te Tiriti o Waitangi** and Te Tiriti-informed practice
- Values inclusiveness and diversity with a bicultural lens.
- Has the skills and attributes that will build stronger partnerships with whānau, iwi and hapu

POU MAHI – LEADER OF OPERATIONS

- Proven ability to lead the operational aspects of the school including finances, property, people and organisational management

Our students would like their new principal to ...

- Make school fun
- Say hello to us and visit classrooms
- Make us feel like we belong
- Love our school and make us feel excited about school
- Keep us safe
- Be kind to everyone
- Make us feel brave to try new things



INFORMATION FOR APPLICANTS

Thank you for applying for the position of Principal of Manurewa Central School.

Please ensure you have a copy of the job description, the appointment criteria and have read all material provided, before completing the separate application form.

1. Please fully complete the application form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a *curriculum vitae* containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide the originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
4. If you are selected for interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. All applicants will be required to give consent to a Police Vet (if required).
7.
 - a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences, and these offences will be included in your Police vetting results.
 - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:

- You have not committed any offence within 7 consecutive years of being sentenced for the offence
- You did not serve a custodial sentence at any time
- The offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
- You have paid any fine or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Application forms and CVs of unsuccessful applicants will be held until the appointment process is completed and will then be securely destroyed after 90 days. For the successful candidate these documents will be held in their personnel file. The successful candidate may access it in accordance with the provisions of the Privacy Act 2020.
9. You are required to request referees reports from **three referees**. The report template is included in this pack as a separate attachment. It is your responsibility to contact referees and provide them with a copy of the report template and the information that they need to complete and return it. These remain confidential to The Education Group Ltd and the Board. All information collected from referees will be destroyed at the end of the selection process.
10. All information received will be confidential to the Board and The Education Group Ltd.

We encourage you to visit the school. To arrange a suitable time, please contact Kristal, our Office Manager, to make an appointment on officemanager@mancent.school.nz

If shortlisted, you will be required to bring to your interview, **the originals and copies** of the following:

1. Your current Practising Teacher Certificate
2. Two types of identification

If possible, this should be photo ID e.g., passport and a NZ Driver Licence

If you do not have one or other of the above documents, please supply a birth certificate, bank statement or IRD number



PRINCIPAL'S JOB DESCRIPTION 2026

ROLE TITLE: Principal

RESPONSIBLE TO: The Board

DIRECTLY RESPONSIBLE FOR: The students and school staff (teachers, support, ancillary, property staff)

PRIMARY OBJECTIVES:

- **Culture:** Provide professional leadership that creates a school culture of continual improvement which enhancing learning and teaching
- **Pedagogy:** Ensure a learning environment in which there is an expectation that all students will experience success in learning
- **Systems:** Develop and use management systems to support and enhance student learning
- **Partnership and networks:** Strengthen communication and relationships to enhance student learning

PRIMARY FUNCTIONS:

- To act as the Board's chief advisor on policy and strategic issues
- To implement the school's Strategic Plan and policy objectives
- To ensure delivery of a balanced curriculum in line with the National Curriculum Framework and to maintain programmes of assessment and reporting of student progress
- To develop and maintain effective relationships and communications within the school and its community and appropriate agencies
- To manage the schools finance and administrative systems, staff and resources effectively and efficiently

RESPONSIBLE FOR:

The effective operation of the school, as per the job description and the Primary Principal's Professional Standards

AREAS OF AUTHORITY:

- The Board acknowledges that the Principal has the control of school day to day management, subject to policy guidelines, delegated authority policy, and accurate scheduled reports on progress against controlling documents
- Financial Control within annual budget limits and financial control
- Responsive maintenance programme
- Employment of staff
- Management of health and safety requirements
- Personnel management applying to performance, delegations and duties
- Curriculum management
- Student welfare



PRINCIPAL PROFESSIONAL STANDARDS AT MANUREWA CENTRAL SCHOOL



1. **Culture:** Provide professional leadership that focuses the school culture on enhancing teaching and learning

Professional Standards	Indicators
In conjunction with the Board, develop and implement a school vision and shared goals focused on enhanced engagement and achievement for all students	<ul style="list-style-type: none"> • Demonstrates the ability to take a strategic view of the school, including its strengths and weaknesses, to plan and lead the school's on-going development to achieve excellent outcomes in children's learning • Demonstrates the ability to drive an idea from inception to completion engaging the community, staff, and students in achieving the vision • Takes the time to understand and value Manurewa Central School and demonstrates understanding of what makes the school unique • Works with the Board to develop an inspirational strategic plan ensuring it reflects identified needs and changing circumstances
Promote a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning	<ul style="list-style-type: none"> • Shows the ability to inspire and develop all staff and promote a team approach to decisions that affect teaching and learning • Values and enables the potential of students to contribute and lead in our school and the broader community • Shows an openness and willingness to engage with new and different ideas in balance with the unique culture of the school • A strong partnership is evident between students, teachers, and parents in achieving improved learning outcomes for students • Appropriately delegates responsibilities to staff
Model respect for other in interactions with adults and students	<ul style="list-style-type: none"> • Is fair and professional with an ability to bring out the best in people • Acts as a role model and sets clear expectations for others • Ensures all staff model constructive relationships with students, with each other and with other adults
Promote the bicultural nature of New Zealand by ensuring that it is evident in the school culture	<ul style="list-style-type: none"> • Demonstrates a willingness to build on the unique philosophy and culture of the school • Ensures Tikanga Māori and Te Reo are incorporated into the day-to-day life of the school and into classroom programs

Professional Standards	Indicators
Maintain a safe, learning focused environment	<ul style="list-style-type: none"> Ensures a safe physical environment Ensures the class environments are conducive to teaching and learning Maintains an awareness of staff workloads, challenges, and stress Ensures all staff feel comfortable in identifying successes, issues or concerns with themselves or a member of the senior leadership team
Promote an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected	<ul style="list-style-type: none"> Shows a passion for all students as learners including students with special education needs, the gifted and talented, and students with different cultural backgrounds Proactively builds positive, fun, friendly and professional relationships with students Provides opportunities for individual success and excellence Enhances the multicultural dimensions of the school.
Manage conflict and other challenging situations effectively and actively work to achieve solutions	<ul style="list-style-type: none"> Identifies issues in a timely and consistent manner and promptly undertakes appropriate actions Negotiates and facilitates to achieve a solution and/or a mutually acceptable resolution wherever possible Encourages staff and the community to share concerns before they become big issues Maintains a 'no surprises' approach with the Board
Demonstrate leadership through participating in professional learning	<ul style="list-style-type: none"> Actively seeks professional development that supports personal leadership growth Understands own strengths and weaknesses to inform professional development Integrate professional learning and development into the leadership role



2. **Pedagogy:** Create a learning environment in which there is an expectation that all students will experience success in learning

Professional Standards	Indicators
Promote, participate in and support ongoing professional learning linked to student progress	<ul style="list-style-type: none"> Keeps abreast of current thinking and research via professional reading, professional learning groups, and personal learning Drives innovative learning practices within the school
Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand curriculum documents	<ul style="list-style-type: none"> Demonstrates the ability to lead learning, with a clear focus on excellent outcomes for students, through effective, up to date and evidence-based teaching and learning principles and pedagogy Ensures all staff are actively involved in professional learning and development, with goals based on effective teaching and learning practices, leading to improved learning outcomes for students
Ensure staff members engage in professional learning to establish and sustain effective teacher/learner relationships with all students, with a particular focus on Māori students	<ul style="list-style-type: none"> Demonstrates the skills and experience to mentor and guide others by actively participating and interacting with students Demonstrates the ability to ensure effective relationships with Māori and Pacific students
Ensure that the review and design of school programmes is informed by school-based and other evidence.	<ul style="list-style-type: none"> Ensures decisions are data and evidence driven Links professional learning and development is to student achievement Reviews and considers innovative practices for inclusion in school programmes
Maintain a professional learning community within which staff members are provided with feedback and support on their professional practice.	<ul style="list-style-type: none"> Demonstrates the skills and experience to mentor and guide others by actively participating and interacting with staff Ensures staff are provided with individual feedback, coaching, encouragement, and support Supports and oversees staff as they observe and mentor each other regarding best practice in teaching and learning
Analyse and act upon school-wide evidence on student learning to maximise learning for all students with a particular focus on Māori and Pasifika students.	<ul style="list-style-type: none"> Shows a passion for education, and demonstrates a thorough understanding of teaching and learning for diverse students Has a clear focus in classrooms, teams, and professional discussions on ongoing student achievement improvement

3. **Systems:** Develop and use management systems to support and enhance student learning

Professional Standards	Indicators
Exhibit leadership that results in the effective day-to-day operation of the school	<ul style="list-style-type: none"> • Is a strong, confident, committed, and passionate leader with an honest and clear communication style • Always demonstrates professionalism • Implements best practice systems for leadership and management • Ensures quality day to day management systems for a highly effective school operation
Operate within board policy and in accordance with legislative requirements	<ul style="list-style-type: none"> • Adheres to current legislation and deadlines are met • Understands and operates within Board policy
Provide the Board with timely and accurate information and advice on student learning and school operation	<ul style="list-style-type: none"> • The Board is informed of all areas of the school's operation and student learning
Effectively manage and administer finance, property and health and safety systems	<ul style="list-style-type: none"> • Highly effective management systems are in place for finance, property and for health and safety • Ensures school buildings and facilities meet all Health & Safety regulations
Effectively manage personnel with a focus on maximizing the effectiveness of all staff members	<ul style="list-style-type: none"> • Performance management systems are in place that ensure a highly effective and motivated staff
Use school/external evidence to inform planning for future action monitor progress and manage change	<ul style="list-style-type: none"> • Is proactive in identifying, monitoring, and informing Board and staff of future changes, then instigates and coordinates agreed and/or required actions
Prioritise resource allocation on the basis of the school's annual and strategic objectives	<ul style="list-style-type: none"> • The school budget is based on strategic and annual plans



4. Partnerships and Networks: Strengthen communication and relationships to enhance student learning

Professional Standards	Indicators
Work with the Board to facilitate strategic decision making	<ul style="list-style-type: none"> Proactively builds positive, respectful, and professional relationships with the Board Plays a proactive role on the Board as the educational leader Supports the Board to focus on future thinking, strategic planning
Actively foster relationships with the school's community and local iwi	<ul style="list-style-type: none"> Proactively builds positive, respectful, friendly, and professional relationships with students and parents/whānau Positively builds trust between home and school to positively influence student learning and engagement
Actively foster professional relationships, with, and between colleagues, and with government agencies and others with expertise in the wider education community	<ul style="list-style-type: none"> Passionately and confidently represents the school with other educators and government agencies
Interact regularly with parents and the school community on student progress and other school-related matters	<ul style="list-style-type: none"> Passionately and confidently represents the school in the local community and with prospective parents/whānau Is seen to be a 'visible' principal by the school community Keeps parents/whānau well informed about student achievement and school related matters Demonstrates an approachable, caring, fun, and respectful demeanour which encourages interaction with children and parents/whānau
Actively foster relationships with other schools and participate in appropriate school networks	<ul style="list-style-type: none"> Passionately and confidently represents the school in our Kāhui Ako, and with other schools Attends a variety of relevant principal and community networking opportunities and meetings

SIGNATURES: _____
(Principal)

(David Leach, Board Presiding Member)

Date:

RECRUITMENT PROCESS TIMELINE

Staff and Community Consultation	September 2025
Education Gazette Advertisement	Friday 10 October 2025
Candidates visiting Manurewa Central School	20-22 October 2025 10.00am - 4.00 pm Please contact Kristal Davis Office Manager to make an appointment officemanager@mancent.school.nz
Closing date for Referee Reports	Tuesday 4 November 2025 1.00 pm
Closing date for applications	Thursday 6 November 2025 1.00 pm
Shortlisting completed and shortlisted candidates notified	Saturday 8 November 2025
Visit to shortlisted candidates' schools by Board Members	17 or 18 November 2025
Interviews with an applicant's presentation <i>The Board reserves the right for second interviews to be conducted if needed</i>	Saturday 22 November 2025
Appointment commences	Term 1 2026 - 27 January 2026



We need to receive:

- Letter of introduction
- Completed Application for Appointment Form
- Current Curriculum Vitae
- Reports from **three** referees (applicant to organise)
Please ensure we receive your referees' reports by the due date of Tuesday 4 November 2025 1.00 pm

Completed applications to be received by

1:00 pm, Thursday 6 November 2025

Email to: Tanya Prentice admin@educationgroup.co.nz

Subject line: Manurewa Central School Principal Appointment

Or deliver to: The Education Group Ltd, Level 2, 24 Manukau Road, Epsom, Auckland

If you have any queries, please contact: Tanya Prentice, the Office Manager for The Education Group on 09 953 0523 or admin@educationgroup.co.nz; or Nicky Knight, the Appointment Advisor on 021 420 299 or nickyknight@educationgroup.co.nz.

We welcome applicants to visit our school between 20 and 22 October 2025, 10:00 am – 4:00 pm. Please contact Kristal Davis, Office Manager, to organise a suitable time on officemanager@mancent.school.nz

