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

**Manurewa Central School**

**Confidential to the Board of Manurewa Central 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 Manurewa Central 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, Tuesday 4 November 2025.**

Yours sincerely

Applicant

**A logo with text on it

AI-generated content may be incorrect.**

**Referee’s Report**

**(Confidential to the Board of Manurewa Central 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 future focused, collaborative and empowering, confident in strategic decision making |  |  |  |  |  |  |
| * Respects and builds upon the school’s 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 |  |  |  |  |  |  |

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 Tuesday 4 November 2025**

Many thanks for taking the time to complete this report.