

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

**Principal: Mayfield Primary School**

**Confidential to the Principal, The Appointments Committee and**

**Sarah Hynds 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 Mayfield Primary School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Sarah Hynds**

**The Education Group Ltd**

**PO Box 26480, Epsom, Auckland 1023**

**OR**

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

Referee reports must be received by **1:00 pm 1 May 2025**

Yours sincerely

Applicant

**Referee’s Report**

**(Confidential to the Mayfield Primary School Principal, the Appointments
Committee and Sarah Hynds of The Education Group)**

**For: (Candidate to complete)**

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Name of Referee:  |  |
| Phone (Home) |  |
| 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? How long have you known them? 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 ✓ in the appropriate column.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional and Management Skills and Attributes** | Outstanding | Highlycompetent | Competent | Competent but with some concerns | NotCompetent |
| Understands and models how to give effect to Te Tiriti O Waitangi  |  |  |  |  |  |
| Has a clear vision and is able to motivate and empower staff  |  |  |  |  |  |
| Is up to date with curriculum design, delivery and content |  |  |  |  |  |
| Is a leader of culturally responsive practice and embraces diversity |  |  |  |  |  |
| Is able to think strategically |  |  |  |  |  |
| Builds and maintains strong, respectful relationships with staff, students, parents and the community |  |  |  |  |  |
| Leads with integrity, empathy, and fairness, ensuring equitable participation and decision-making |  |  |  |  |  |
| Supports staff well-being and growth through effective mentorship/coaching and professional development opportunities |  |  |  |  |  |
| Communicates openly and transparently |  |  |  |  |  |
| Has some experience with managing finances, property and polices |  |  |  |  |  |

1. **What do you consider to be the applicant’s most significant strength?**
2. **What do you consider to be the applicant’s areas for development?**
3. **If you were in our position, would you appoint this applicant to the role? (Please explain your answer)**
4. **Any other comments that will help this Board consider this applicant?**

**Please return directly to:**

**Sarah Hynds**

admin@educationgroup.co.nz

The Education Group Ltd

Level 2, 24 Manukau Road, Epsom, Auckland

**1:00 pm 1 May 2025**

*Many thanks for taking the time to complete this report.*