

# Oakley Infant School

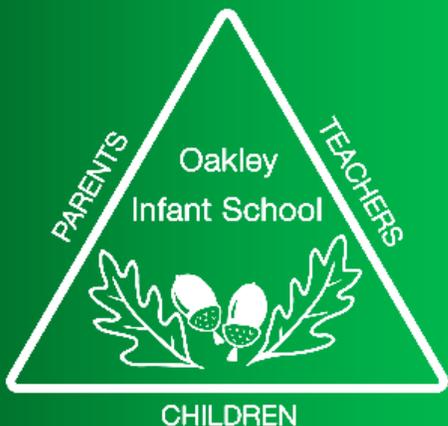
## Headteacher Recruitment Information Pack



Oakley Infant School, Oakley Lane, Oakley, RG23 7JZ

01256 780445

# Letter from the Chair of Governors



**Oakley Infant School**

Headteacher: Mrs N Hutchings, B.Ed (Hons)

Oakley Lane  
Oakley  
Basingstoke  
Hampshire  
RG23 7JZ

Telephone: 01256 780445

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Thank you for your interest in the position of Headteacher at Oakley Infant School. On behalf of the Governing Body, I am delighted to share with you more about our school, our community, and what we are looking for in our next leader.

Oakley Infant School is a happy, nurturing, and inclusive village school where children truly *“thrive, strive and achieve together.”* Our ethos is rooted in kindness, respect, and high aspirations for every child. We are exceptionally proud of our February 2023 Ofsted inspection, which recognised the school’s *Outstanding* provision in Early Years, Personal Development, and Behaviour and Attitudes.

Our children are enthusiastic, curious, and eager to learn. They flourish in a rich curriculum shaped by first-hand experiences, pupil voice, and a commitment to rights-respecting practice. Our dedicated and experienced staff work collaboratively to maintain high-quality teaching and strong outcomes. They are looking for a Headteacher who is visible, supportive, ambitious, and ready to lead with integrity.

The Oakley community is vibrant, welcoming and deeply connected to the school. As a governing body, we are active, skilled, and united in our ambition for exceptional education. We work closely with staff to ensure strong governance, financial stability, and clear strategic direction. Our Friends of Oakley Infant School (Parent Association) also play a vital role in enriching the school experience through fundraising, events, and community spirit.

This is an exciting opportunity for a leader who wants to make a meaningful impact within a warm, committed school community. Our children deserve a Headteacher who will celebrate what makes our school special, continue to raise aspirations, and inspire the whole school community.

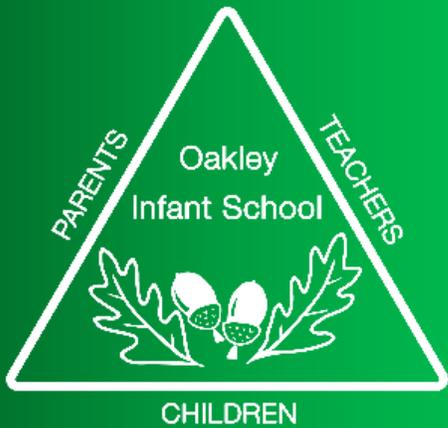
Thank you again for considering this role. We warmly encourage you to visit us, meet our children and staff, and experience the sense of joy and belonging that makes Oakley Infant School so special.

We look forward to receiving your application.

With warmest regards,

Louise Guy  
Chair of Governors

# Our School (1)



Oakley Infant School is situated on large and attractive grounds in the middle of the village of Oakley. The school shares a site with Oakley Church of England Junior School. There are currently 182 pupils on role in six classes. The children come from the village of Oakley and surrounding villages, along with a number of out of catchment children from other areas of Basingstoke.

Accommodation consists of spacious classrooms leading off a large hall that is used for PE, dance, drama, assemblies, midday meals and meetings. In addition to the large classrooms, there is a newly refurbished central library, a small kitchen for the children to use, a group room used for small group teaching and breakfast & afterschool club, and a Year R outside learning area.

There are extensive school grounds which include zoned play areas, a pond and environmental area, a large school field, vegetable garden and allotment, a school grounds trail, picnic tables and seating areas, an adventure playground, and an outside story circle area.



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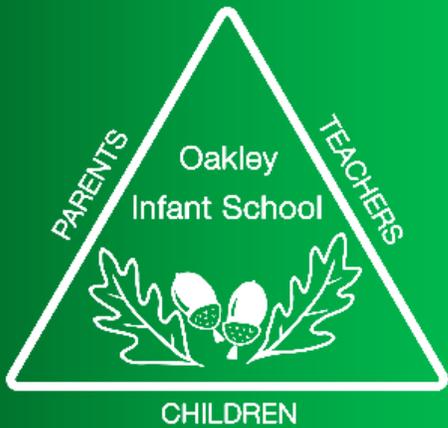
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## Our School (2)



### Curriculum Delivery

Oakley Infant School aims to provide a learning environment that is sensitive to individual needs; with all children having equal access to all aspects of the curriculum. High standards and a broad balanced curriculum are the key elements of learning with high standards of achievement and attainment which are regularly maintained. The curriculum is taught through cross curricular topics that start with a key question. Across a school year History, Geography, RE, Science, Design and Technology, Art and Music are all covered. PE is taught every week with children receiving lessons in gymnastics, dance and games skills. The aim is to make the curriculum real through first-hand experience such as visits and visitors, focus weeks and theme days.

The curriculum is underpinned by the work on Rights, Global Citizenship and British Values. At Oakley Infant School we value pupil voice and have a democratically elected School Voice with Rights Respecting Ambassadors who regularly meet to discuss school improvements and to work with the Governing Body and Parish Council to support the local community.



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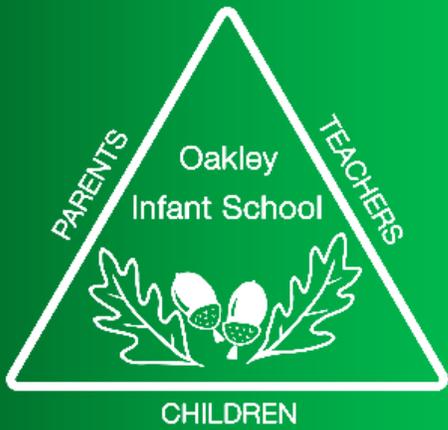
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## Our School (3)



These are the qualities that make our school special, and they're all things a future leader should work to preserve:

- A friendly and inclusive learning environment
- A safe and secure environment, allowing children to flourish
- A culture of high expectations, fostering a love of learning and supporting everyone to achieve their full potential
- Exciting extra curricular activities for children, made possible via passionate fundraising by our parent association (Friends of Oakley Infant School)
- Nurturing culture instilled by staff and volunteers
- Caring teaching and support staff who have the children's wellbeing and best interests at heart



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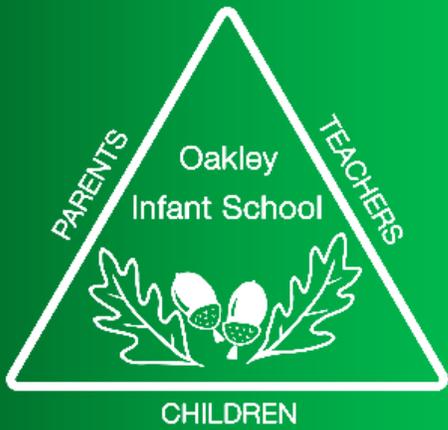
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# Our Ethos and Values (1)



***Thrive, strive and achieve together.***

Oakley Infant School aims to provide a happy, caring, inclusive community to ensure a learning environment that is sensitive to individual needs irrespective of gender, ethnicity, ability or social circumstances. All children have equal access to the resources and opportunities available in the school and all contributions are equally valued.

High standards and a broad balanced curriculum are the key elements of learning. We value the partnership between home and school recognising the important contribution parents make to their child's education. The contribution made by all staff and governors to the life and work of the school is valued; there is a positive open team approach.

At Oakley Infant School the children are given lots of opportunities to develop as citizens. Children are taught about their rights, to develop respect for every person, and to realise that they have a responsibility to others. The work on the UN charter of Children's Rights is used as the basis for this in the school.



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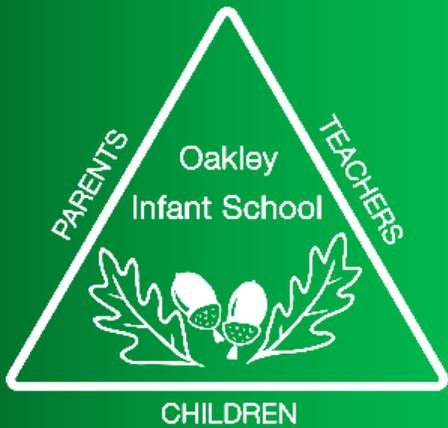
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## Our Ethos and Values (2)

***Thrive, strive and achieve together.***

Respect for the rights of all members of the school community are fundamental to the ethos and are embodied in the school Golden Rules. The school seeks to be part of the village community and to make good use of the local environment.

School rules are called the 'Golden Rules' and help children look after one another and behave appropriately in school. We think that these rules are fundamental to a happy and safe environment.

Every week all those children who have kept the school rules are rewarded. The children receive praise and stickers for good work and behaviour. This positive approach combined with an understanding of Children's Rights results in good behaviour in the school.

We want children to **thrive**; be happy, secure, confident and independent in a stimulating and inclusive environment

We want children to **strive**; enjoy learning, seek to develop skills and new experiences to keep improving and fulfil their potential

As a community we will work together: parents, carers, governors, staff and children to ensure we **achieve** together; helping all children to be successful while developing the whole child so that the foundations are laid for a lifelong learning journey

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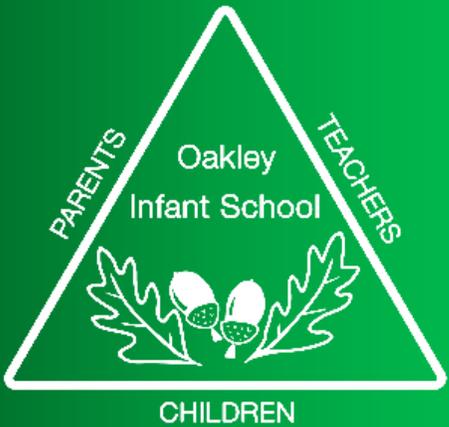
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Respectful and kind relationships are at the heart of this school.

Leaders make sure that children who need additional support get this quickly.

Pupils are exceptionally considerate towards one another.

Children work with purpose, high levels of engagement and sustained concentration.

The inclusive ethos means pupils, including those with special educational needs and/or disabilities (SEND), flourish.

Pupils have highly positive attitudes and a commitment to their learning.

<b>Overall Effectiveness</b>	<b>Good</b>
Quality of Education	Good
Behaviour and Attitudes	Outstanding
Personal Development	Outstanding
Leadership and Management	Good
Early Years Provision	Outstanding

Teaching reading is a high priority in the school. Leaders want everyone to enjoy a diverse range of books and stories.

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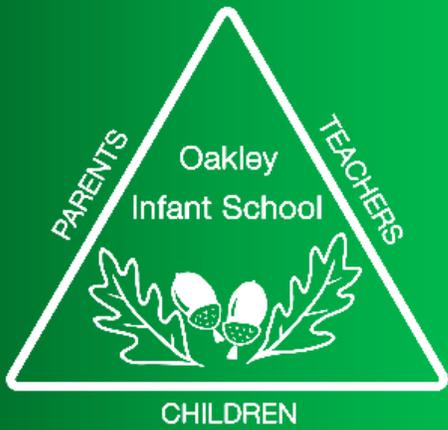
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## Key Facts

Number on Role	182
Number of Classes	6
Number of Staff	33
Number of Governors	13
Pupil Premium %	10.4%
SEN %	13.2%
EAL %	3.9%
Attendance (Autumn Term)	95.2%
Attainment Data – Phonics	83%
Attainment Data – GLD	82%
Budget Income (2025/26)	£1.210m
Budget Expenditure (2025/26)	£1.219m
Budget Surplus/Deficit position in year (2025/26)	(£9k) deficit
Budget Surplus/Deficit position carried forward - (2024/25 closing)	£32k surplus

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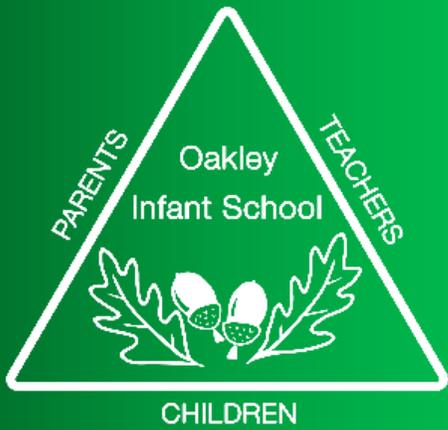
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# School Community



## Friends of Oakley Infant School – Parent Association

The school is supported by a strong Friends organisation. Friends contribute to the life of the school by running a series of fun fund-raising events throughout the year, including our Christmas Fayre (and Santa’s Grotto), Easter Egg Hunt, School Discos, Movie and Craft nights and a Summer Fayre together with the Junior School.

Funds raised by Friends are typically spent on special activities or additions to the school such as iPads for classroom use, enhancing playground equipment and facilities, author and storyteller visits for Book Week, the annual Year 2 leavers treat, visiting theatre groups focused on curriculum topics, new books for the school library and much more.



## Governing Body

The governing body (currently 13 members) consists of staff governors, parent governors, co-opted governors, a local authority governor and associate members. This diverse representation allows for an environment which encourages collaborative working alongside strong reciprocal challenge. The governors are united in their commitment to outstanding education delivery in the school and to this end provide support to the Headteacher and school through a wide range of skills and experience.

Governors are recruited to the governing body using a skills audit to ensure an appropriate balance of skills and experience is maintained. The governing body is organised into chaired committees including Resources (Personnel and Finance), Buildings & Premises and Curriculum.

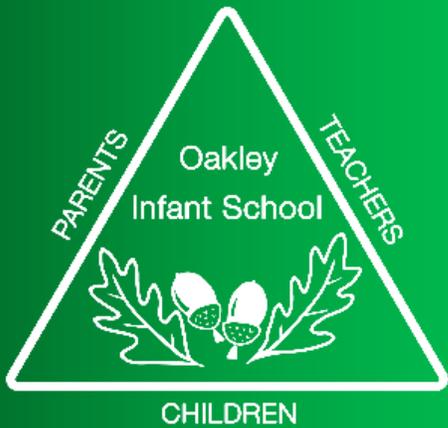
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# Oakley Village

Oakley is a large village in the borough of [Basingstoke and Deane](#) in [Hampshire](#), located around 4.5 miles west of the large town of [Basingstoke](#). Oakley has a thriving and vibrant community that are proud and enjoy the quintessential rural charm that the village has to offer. Oakley is recognised as a community with a very high quality of life. There are a number of new housing developments within the village.

As well as the picturesque village pond and quaint thatched cottages, within Oakley you will find local shops, a pub, along with sports clubs and facilities. This makes it an attractive proposition for those wanting to combine the best of rural working and living, whilst being in easy reach of Basingstoke, which has excellent amenities and transport links to the rest of the county and beyond.



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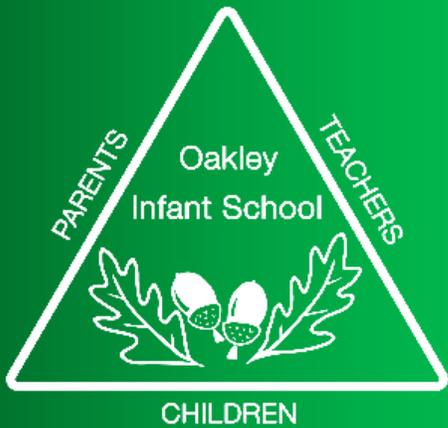
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# What our Children and Staff want from their Headteacher

## What our Children want from a Headteacher:

“Someone who is kind and calm.”

“Someone who is strict and makes sure everyone is doing what they should be.”

“Someone who will continue to do Celebration Assembly, the Golden Tea Party and Hot Chocolate Friday.”

“A teacher who is good at maths and reads books. They can check our learning.”

## What our Staff want from a Headteacher:

“A visionary leader who reflects and champions the school’s values, is hands-on with the children, and consistently places their wellbeing, development and happiness at the heart of every decision.”

“Someone who is visible, approachable and unafraid to lead by example, someone who is willing to get their hands dirty and pitch in alongside the team when needed.”

“A leader who genuinely appreciates the commitment, time and effort staff give, and who demonstrates understanding and sensitivity towards individual circumstances.”

“Someone who will champion collaboration and clear, open communication, with an emphasis on ensuring all staff feel listened to and valued as part of one united team.”

“Someone with a strong understanding of SEND, alongside empathy and inclusive practice, to ensure the needs of all children are met.”

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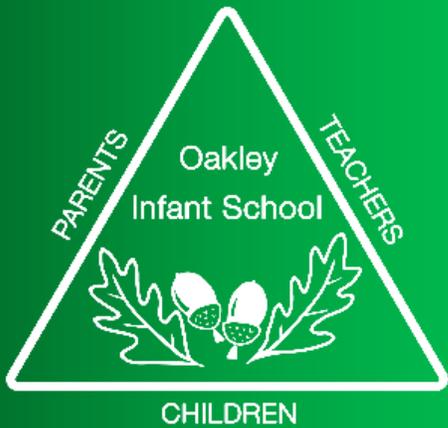
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# Job Description

**Job Title:** Headteacher

The Contract of Employment between the Governing Body and the Headteacher will be the current Contract of Employment for a Headteacher. The job description can be amended at any time, following consultation between the Headteacher and the Governing Body and will be reviewed annually.

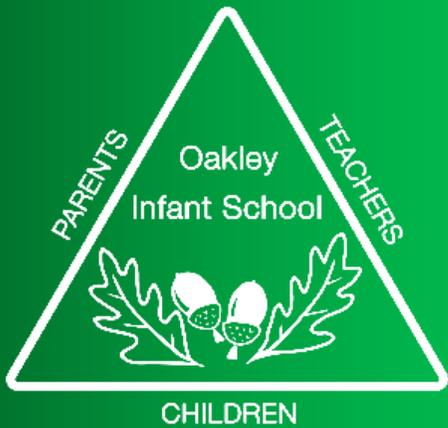
**Salary Scale:** The Governing Body have determined that this post should be paid on the Hampshire agreed pay scale. Oakley Infant is a Group 2 school. Governors have set the Individual Salary Range at L15-21\* £73,105 – £83,860.

**General job expectations and accountabilities:** The Headteacher is an employee of the Governing Body and is required to carry out his/her professional duties in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document and relevant employment legislation.

**Responsible to:** The Governing Body of Oakley Infant School.

**Key responsibilities:**

- **Safeguarding:** The post holder will be the Designated Safeguarding Lead (DSL) and is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies
- **Financial Management:** Advising the Governing Body on the school's annual budget and the budget revision as appropriate, as well as being responsible for the day-to-day running of the budget.
- **National Standards Headteachers (2020)** The Headteachers' Standards form the basis of our Headteacher job description. They can be found at [Headteachers' standards 2020 - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431222/Headteachers_standards_2020.pdf)



# 1<sup>st</sup> Year Priorities

1

Build on existing strengths while addressing key challenges; maintaining high quality teaching and learning, whilst strategically focusing on behaviour, attendance and finances.

2

Ensure every child experiences high quality provision and makes good progress in our school, by continuing to embed adaptation across the curriculum to meet the needs of all learners.

3

Develop a strong understanding of the school and maintain the excellent, trusting, and collaborative relationships with pupils, staff, parents, governors, and the wider Oakley community.

4

Maintain the shared vision for the school which inspires high expectations and motivates all members of the school community.

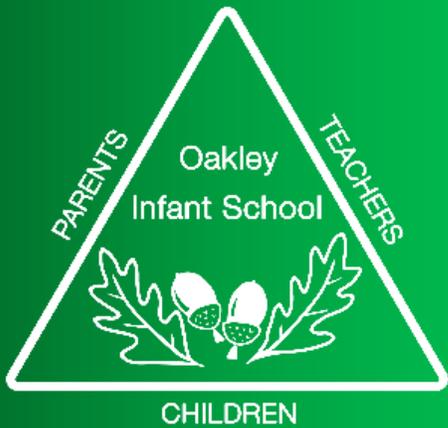
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# Person Specification (1/5)

## Professional Qualifications

Essential	Desirable	Evidence
Qualified teacher status		A
Evidence of significant and relevant further professional training and continuing professional development	Has, or is working towards National Professional Qualification for Headship (NPQH)	A

## Experience

Essential	Desirable	Evidence
Has senior leadership experience in infant or primary education		A, I
Experience of establishing and sustaining a school's vision, ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community		A, I
Can demonstrate experience of making reasoned judgements and taking difficult decisions, conveying required outcomes clearly, positively and with sensitivity to a range of audiences		I
Experience and understanding of ensuring the protection and safety of pupils and staff through effective approaches to safeguarding	Experience as a DSL	I
Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility		I

Evidence – A = Reviewed via application, I = Reviewed via interview process

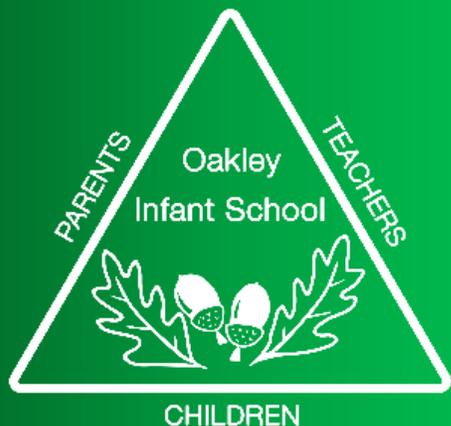
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## Person Specification (2/5)

### Teaching, Learning and Curriculum Development

Essential	Desirable	Evidence
Experience of evaluating reviewing and developing a broad, structured and coherent curriculum entitlement which sets out the knowledge that will be taught		A, I
Experience of ensuring effective use is made of formative and summative assessment across the wider curriculum offer		A, I
Experience of sustaining high-quality, expert teaching across all subjects and phases, building on an evidence-informed understanding of effective teaching and how pupils learn	Experience of establishing effective curricular leadership, developing subject leaders with high levels of relevant expertise, accountability with access to professional networks and communities	A, I
Upholds ambitious educational standards which prepare pupils from all backgrounds, including those with additional and special educational needs and disabilities, for their next phase of education and life		A, I
Experience of ensuring that staff know and understand their professional responsibilities and are held to account	Previous line management experience	I

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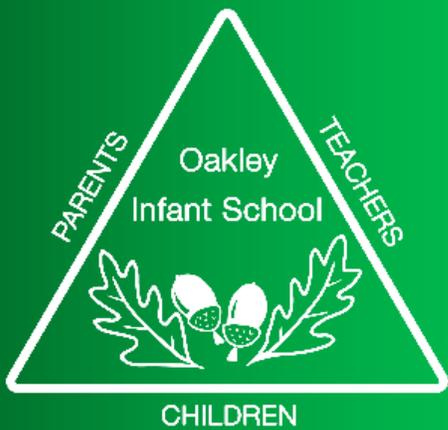
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# Person Specification (3/5)

## Shaping the Future

Essential	Desirable	Evidence
Has experience of leading successful school improvement and can demonstrate how this has impacted on pupil achievement	Has experience of delegating appropriately whilst maintaining oversight	A, I,
Has experience of developing appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context		A, I

## Self Development and Working with Staff

Essential	Desirable	Evidence
Able to manage own workload and that of others, in order to maintain an appropriate work/life balance for everyone in the school		A, I
Experience of ensuring staff have access to high-quality, sustained professional development opportunities	Experience of providing coaching to staff	A, I

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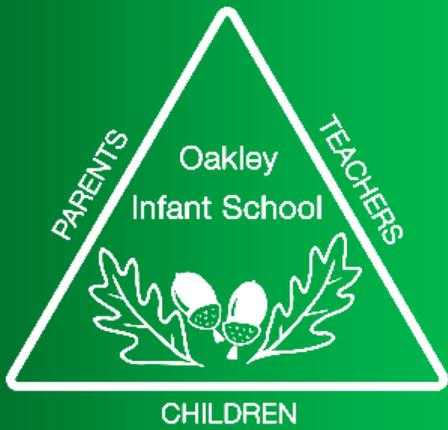
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# Person Specification (4/5)

## Managing the Organisation

Essential	Desirable	Evidence
Experience of establishing and sustaining high expectations of behaviour for all pupils, built upon core values, relationships, rules and routines, which are understood clearly by all staff, parents, carers and pupils		A, I
Can ensure the school works effectively in partnership with parents, carers and professionals, providing support and adaptation where appropriate		I
Experience of celebrating the achievements of all learners; establishes and maintains a culture of high expectations for attainment, well-being and enjoyment		A, I
An understanding of how to prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and integrity in the use of public funds	Experience of effectively managing financial resources within a school. An understanding of Budgets and financing for infant schools.	A, I

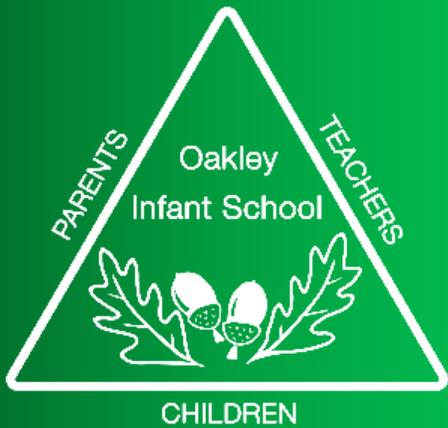
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# Person Specification (5/5)

## Personal Skills and Attributes

Essential	Desirable	Evidence
Articulate with strong verbal and non-verbal communication and interpersonal skills		I
Demonstrates empathy and understanding when working with colleagues, volunteers, children and families		I
Demonstrates integrity in all interactions, maintaining honesty, confidentiality and professionalism at all times		I
Able to demonstrate strong resilience and the ability to adapt when facing difficult decisions		I
A leader who is inspirational and passionate with commitment to inclusivity within the curriculum and in employment practice		I

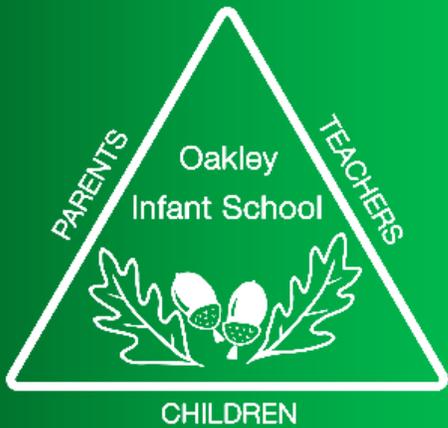
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# Application Procedure

## School Visits

You are strongly encouraged to visit us at the school where you will be warmly welcomed. Please contact the school office to arrange a visit - [adminoffice@oakley-inf.hants.sch.uk](mailto:adminoffice@oakley-inf.hants.sch.uk) or 01256 780445

## Application

To apply, download the application form by clicking on the application form, then complete and save it. Once ready, click 'Apply' button to upload your completed application form. The application process should be completed no later than **noon on Thursday 9<sup>th</sup> April 2026**.

Applications are acknowledged within 2 working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately at [htrecruitment@hants.gov.uk](mailto:htrecruitment@hants.gov.uk)

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

Applicants will be required to complete an Equality Monitoring form.

## Shortlisting and Selection

The shortlist will be drawn up on Tuesday 14<sup>th</sup> April 2026.

The selection process will take place on **Thursday 23<sup>rd</sup> April and Friday 24<sup>th</sup> April 2026**. Further detail will be sent to those candidates selected for interview.

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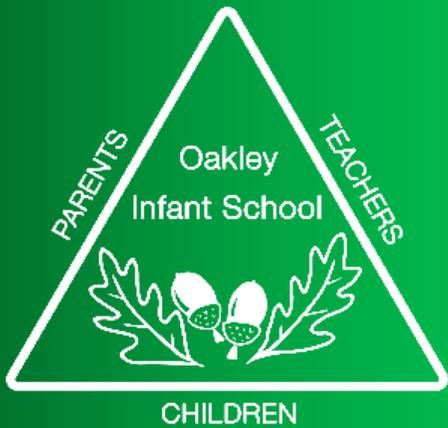
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# Safer Recruitment

## Safer Recruitment

Oakley Infant School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Disclosure & Barring checks along with other relevant employment checks including online searches as part of our due diligence.

## Privacy Notice

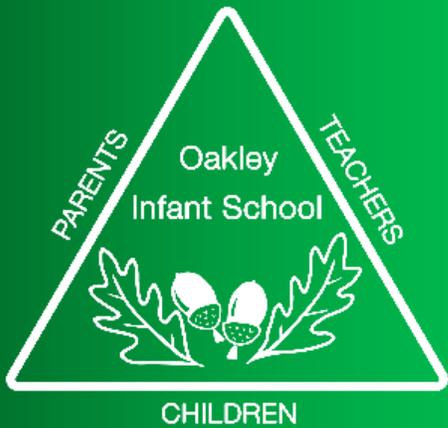
The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.



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# Education in Hampshire

## Inclusive workforce

Hampshire schools are committed to on-going partnership working across the Authority to ensure our communities are represented.

Our schools are dedicated to being diverse and inclusive employers and aim to recruit the best people from a wide range of backgrounds and talents.

Please see [Inclusion and Diversity Partnership](#) for more information.



## Community and Diversity

Our schools are dedicated to serving their local communities and reflecting the rich cultural diversity of Hampshire.

We believe in local management, with the Local Authority providing support wherever needed, ensuring each school can thrive.

## Professional Development

We pride ourselves on offering first-class learning opportunities for our teachers, both internally and through external course providers.

For new headteachers, we offer a structured induction development programme in partnership with governors, helping to build close working relationships with other headteachers and Local Authority colleagues.

## Support and Collaboration

We foster a strong ethos of collaboration and communication, with regular meetings of headteachers in various groupings to facilitate effective working relationships between the Local Authority and schools.

Hampshire Authority maintains an established network of advisers providing responsive and flexible support.

## EDUCATION IN HAMPSHIRE

Discover more about what Hampshire has to offer by visiting

[Hampshire County Council Education and learning.](#)



*Hampshire has so much to offer, and we hope you will join us!*



## Why Choose to Teach in Hampshire?

**Make your best career move and choose to teach in Hampshire!**

Hampshire is committed to excellence in education and will continue to strive for the best possible outcomes for each and every child.

As one of the largest authorities in the country, we offer an incredible variety of teaching opportunities. Whether you're drawn to the challenges of urban and city schools or the close-knit community of rural primary schools, you'll find a vibrant setting for your next career move.

## A Place for Every Student

Hampshire is home to over 170,000 school-age children across approximately 438 primary, 71 secondary, and 26 special schools.

While most are community schools, we have strong partnerships with Diocesan bodies to maintain places in church schools. Our 26 special schools and 42 Resourced Provision in mainstream schools offer tailored education and support for children with various needs, including learning difficulties, physical and sensory disabilities, and social and emotional needs.