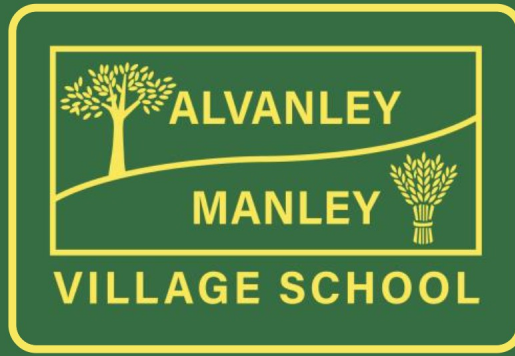




Headteacher

RECRUITMENT PACK

Together we Nurture, Inspire and Achieve



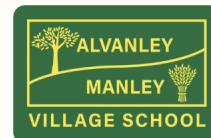
Infant site · Manley

Reception to Year 2



Junior site · Alvanley

Years 3 to 6



Letter from our Co-Chairs of Governors

Dear Applicant,

On behalf of the Governing Board, thank you for your interest in the post of Headteacher at Alvanley and Manley Village School.

We are a small rural village primary school, working as one school across two sites a mile apart: our Infant site at Manley and our Junior site at Alvanley. Because we are small, we know every child and every family well. Strong relationships are the cornerstone of learning here, and our vision, **"Together We Nurture, Inspire and Achieve"**, guides everything we do.

Both schools have served their villages since Victorian times. Since they came together in 2021, staff, families and governors have worked hard to build one school with a shared identity. We are proud of what has been achieved, and we are ambitious for what comes next.

We are looking for a Headteacher who will lead with warmth, integrity and ambition. You will be a visible, hands-on leader across both sites, who builds on our strengths, drives continued improvement and keeps every child at the heart of every decision.

Our Governing Board of thirteen governors is committed, well trained and supportive. We will offer our new Headteacher strong support and constructive challenge, and we will work with you as partners in the school's next chapter.

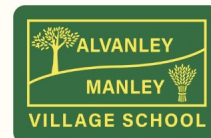
We hope this pack and our website inspire you to apply. Please come and visit both sites. You will see for yourself the enthusiasm of our children and the dedication of our staff.

Kind regards,

Nicola Milburn & Louise Gray

Co-Chairs of Governors, Alvanley and Manley Village School

About our school



Alvanley and Manley Village School is one school of a maximum of 105 pupils across two village sites, about a mile apart, near Frodsham in Cheshire.

The school in its current structure was formed by amalgamation in 2021, following a bringing together of two small village schools over a number of decades. They first shared a Senior Leadership Team and Governing Board, then federated and merged some year groups. Today they work as one school with four classes.



Infant site, Manley

Class 1 (Reception)
Class 2 (Years 1 and 2)
Manley Road, Frodsham, WA6 9DU



Junior site, Alvanley

Class 3 (Years 3 and 4)
Class 4 (Years 5 and 6)
Manley Road, Alvanley,
Frodsham, WA6 9DD

We offer a broad, balanced curriculum that builds creativity, resilience and a love of learning. Highlights include a bespoke wider curriculum, outdoor and forest learning, and themed whole-school days where we celebrate learning in mixed year groups.

We also offer varied extracurricular opportunities through after-school clubs, which have included choir, cooking, tag rugby, tennis, cricket, multi-skills, yoga, netball and cross country. We hold the Platinum School Games Mark for sport, and our small school has been commended for encouraging all pupils to take part in a host of different inter-school sporting activities at different levels.

All our pupils also experience, gain confidence and make memories through the Infant nativity and the Year 6 leaving production, which are only possible thanks to the dedication of our staff. Trips and residential include Mini-Y-Don and Delamere Forest, and many are whole-school experiences.

Families are supported by an on-site, independently run pre-school with before- and after-school club, and by FOAMs, our active Friends association.

We are part of the Frodsham and Villages Schools Partnership (FAVSP), a cluster of local primary schools and Helsby High School. Governor training and clerking are provided through Edsential.

Our school at a glance

MEASURE	AUTUMN 2026
Pupils on roll	98
Classes	4 mixed-age classes, Reception to Year 6
Sites	2 village sites, a mile apart
Most recent Ofsted inspection	Good (November 2023)
Disadvantaged pupils (Pupil Premium)	12.2%
Pupils with SEND, including EHCPs	13.2%
Boys / girls	54% / 46%
English as an additional language	1%
Governors	13
School type	Local authority maintained (Cheshire West and Chester Council)



Alvanley School in years gone by

Our community

Our school is at the heart of both villages. Pupils actively contribute to community life through visits to care homes, charitable fundraising and local initiatives. Strong partnerships with local organisations enrich learning, promote active citizenship and foster a sense of belonging and social responsibility.

What Ofsted says



“

Pupils enjoy attending this small, welcoming village school. They said that their school feels like a big family.

”

“

Pupils feel that their school is warm-hearted. They value the way that staff look after them and help to take away their worries.

”

“

Pupils know that the school has high expectations of what they can achieve. They are eager to learn new things and they work hard in lessons to achieve well.

”

“

Pupils respect the differences between people and they believe that everyone should be treated fairly.

”

“

The school has designed an ambitious curriculum that meets the needs of pupils.

”

“

The school recognises that its small size means that staff have many roles. It takes steps to reduce workload by ensuring that staff receive the support that they need.

”

From the school's most recent Ofsted inspection report, November 2023.

Our vision and ethos

OUR VISION

Together We Nurture, Inspire and Achieve

We aim to provide the very best education for every child in our care. We want children to achieve to the best of their ability, to be happy and confident members of their school, and to develop a love of learning. Children achieve their best when they are joyful learners, and a love of learning grows when we recognise and nurture each child's strengths and talents.

What this means in practice



Nurture

We know each child well and value their individuality. Strong relationships with children, families and staff are the cornerstone of learning.



Inspire

We want children to be excited and curious about the world and about themselves, through a creative, ambitious curriculum and rich experiences.



Achieve

We want every child to leave us with the knowledge and life skills to be happy, successful, confident and resilient young people.



What our pupils value in a Headteacher

We asked our School Development Squad what they would look for in a new Headteacher. Here is what they came up with.

KS1 ideas

A headteacher should...

- be kind, helpful and caring
- be friendly – someone who we would be happy to talk to
- be outside on lunch duty
- do interesting assemblies
- sometimes be silly and sometimes sensible
- be a good listener
- be someone who wants to play with us
- help us craft and make big dens!
- play with the toys
- be a good dancer
- help us learn
- teach our lessons sometimes

KS2 ideas

A headteacher should...

- be strict but fair
- give instructions and advice in a nice way – not too shouty
- be kind but reasonable (we know sometimes we are not allowed to do things)
- understand different children's talents – we don't all learn in the same way. We are not good at the same things.
- spend time getting to know us and be around school as much as possible
- can get cross but not raging! Allowed to get a bit grumpy if we don't follow the rules, but calmly talk to us about it
- be a little bit silly and funny – don't take themselves too seriously
- cheer us up with jokes!
- let us be different
- lead exciting and inspiring assemblies
- do what is best for everyone

What our staff value in a Headteacher

Staff across our small, rural, split-site primary school are looking for a Headteacher who is approachable, fair, trustworthy and empathetic, with a strong understanding of teaching and the realities of classroom life.

They value a leader who:

1

Understands teaching, learning and the curriculum, including mixed-age classes and the practical challenges teachers face.

2

Leads with openness, clarity and integrity, modelling expectations and supporting staff consistently.

3

Champions inclusion and SEND, recognising pupils' diverse needs while maintaining high expectations for all.

4

Builds and sustains a positive school culture, rooted in respect, fairness and clear direction.

5

Supports staff wellbeing and workload, protecting staff time, listening, and showing empathy.

6

Communicates effectively and is visible in the community, with an open-door approach and strong relationships with families and local partners.

7

Manages resources responsibly, with a realistic understanding of budget pressures and transparent decision-making.

8

Understands the unique nature of a rural, split-site school, and the importance of continuity in maintaining the positive culture already established.

What we are looking for

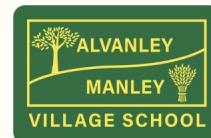
We want a Headteacher who will lead one school across two sites with warmth, ambition and a clear sense of direction. Our new Headteacher will:

PRIORITY	WHAT THIS MEANS
Lead one school, two sites	Be visible and present at both Manley and Alvanley, and keep building a single, shared school identity.
Know every child	Use the advantages of a small school to know each child and family well, and keep children at the heart of every decision.
Raise standards	Have a clear vision for school improvement, with high expectations for teaching, learning and outcomes for every pupil.
Lead mixed-age teaching	Understand and support high-quality teaching in mixed-age classes, with a well-sequenced curriculum.
Champion inclusion	Ensure children with SEND and disadvantaged pupils are supported to thrive.
Put safeguarding first	Lead a strong, open safeguarding culture.
Look after staff	Lead a small team with care, protect wellbeing and workload, and develop staff and subject leaders.
Manage resources well	Plan carefully with a small-school budget across two buildings.
Build partnerships	Work closely with families, FOAMs, the village communities, Frodsham and Villages Schools Partnership (FAVSP) schools, the local authority and the Governing Board.

What we offer

- Happy, enthusiastic children who love learning and want to be the best versions of themselves
- A dedicated, caring and talented small staff team, who as individuals provide flexibility and make positive, unique contributions
- Supportive families and an active Friends association (FOAMs)
- A committed, well-trained Governing Board offering support and challenge
- Two inviting village settings at the heart of the Cheshire countryside, with outdoor and forest learning on the doorstep
- Support for your further professional development and wellbeing
- Close relationships with local schools and networks through FAVSP
- A strong child-centred culture

Job description



Headteacher of Alvanley and Manley Village School

STATEMENT OF PURPOSE

To provide professional and strategic leadership across both sites of Alvanley and Manley Village School. The Headteacher secures high-quality education, strong outcomes and a safe, inclusive environment for every pupil, manages resources and the budget effectively, and represents the school to families, the community and partners. The role follows the DfE Headteachers' Standards.

Responsible to: the Governing Board

Responsible for: all staff and pupils across both sites

○ Strategic leadership

- Set and communicate a clear vision and direction, rooted in "Together We Nurture, Inspire and Achieve".
- Lead the School Strategic Improvement Plan (SSIP) and self-evaluation, and act when priorities are not being met.
- Strengthen one shared culture and set of systems across both sites.

○ Safeguarding

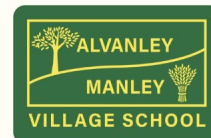
- Be accountable for an open, positive safeguarding culture that puts pupils' interests first.
- Work with safeguarding partners and agencies to help and protect pupils.
- Ensure safeguarding systems, records and training are robust and up to date (KCSIE).

○ Curriculum and teaching

- Maintain high-quality teaching across all subjects and in mixed-age classes.
- Lead an ambitious, well-sequenced and broad curriculum that inspires all pupils, including those with SEND or who are disadvantaged, to make comparable progress.
- Build on the established approaches, continuing to develop the early years provision.
- Build on our creative curriculum, through outdoor learning, PE and sport, and our trips and residential.

CONTINUED OVERLEAF...

Job description



○ Inclusion and achievement

- Ensure early and accurate identification of pupils' needs, and high expectations for all.
- Make sure pupils with SEND and disadvantaged pupils make strong progress, using Pupil Premium funding well.
- Use formative and summative assessment to drive progress and attainment in line with or above national.
- Celebrate achievement across academic and wider curriculum activities.

○ Behaviour, attendance and wellbeing

- Maintain a respectful, positive culture where pupils and staff feel safe, heard and supported.
- Promote the importance of high attendance, and pupils' and staff wellbeing.

○ People and professional development

- Lead, manage and develop staff, including appraisal and CPD.
- Monitor and manage staff workload and wellbeing.
- Maintain and further develop excellence in subject leadership within a small team.
- Develop effective relationships with fellow professionals, to allow opportunities for best practice to be shared.

○ Resources and organisation

- Manage the budget and resources effectively, in line with the Schools Financial Value Standard (SFVS).
- Oversee both buildings so they are safe, welcoming and well maintained.

○ Partnership and governance

- Provide the Governing Board with clear, accurate information to govern effectively, and attend Full Governing Board meetings.
- Work closely with families, FOAMs, the pre-school and club, the FAVSP cluster, Cheshire West and Chester Council and other partners.
- Be a visible presence in both village communities.

Any other duties in line with the Headteachers' Standards and the School Teachers' Pay and Conditions Document.

Person specification

A = application

I = interview and assessment tasks

R = references

CRITERIA	ESSENTIAL / DESIRABLE	ASSESSED BY
1. Qualifications and training		
Qualified Teacher Status	Essential	A
Degree or equivalent	Essential	A
Recent, relevant professional development in school leadership	Essential	A
NPQH or equivalent	Desirable	A
Up-to-date Designated Safeguarding Lead training	Essential	A
Safer recruitment training	Desirable	A
2. Experience		
Successful primary teaching experience	Essential	A, I, R
Senior leadership experience in a primary school (Headteacher, Deputy or Assistant Head)	Essential	A, I, R
Evidence of successfully leading school improvement	Essential	A, I, R
Curriculum leadership and development	Essential	A, I, R
Monitoring and developing staff performance	Essential	A, I, R
Working with pupils with SEND	Essential	A, I, R
Teaching or leading in mixed-age classes or a small school	Desirable	A, I, R
Leading across more than one site, or within a federation	Desirable	A, I, R
Leading early years (EYFS)	Desirable	A, I, R

CONTINUED OVERLEAF...

Person specification

CRITERIA	ESSENTIAL / DESIRABLE	ASSESSED BY
3. Knowledge and skills		
Clear understanding of high-quality teaching and how to improve it	Essential	A, I, R
Analysing school data to identify priorities and act quickly	Essential	A, I
Strong knowledge of safeguarding, child protection and statutory duties	Essential	A, I, R
Secure knowledge of SEND, inclusion and equalities legislation	Essential	A, I, R
Understanding of school financial management	Essential	A, I, R
Understanding of the Ofsted framework	Essential	A, I
Supporting a Governing Board to fulfil its responsibilities	Essential	A, I, R
Knowledge of the local context and community	Desirable	A, I
4. Personal qualities		
Child-centred, inclusive and values-led, in keeping with Nurture, Inspire, Achieve	Essential	A, I, R
Communicates a clear vision and inspires others	Essential	A, I, R
Visible, approachable, hands-on leadership style	Essential	I, R
Builds strong relationships with pupils, staff, families and the community	Essential	A, I, R
Supports staff wellbeing and manages own workload	Essential	A, I, R
Calm, fair and decisive under pressure	Essential	I, R
Commitment to safeguarding and promoting the welfare of children	Essential	A, I, R

In your supporting information, please tell us how your experience matches this specification, and what you would bring to our school.

Terms and key dates

Terms and conditions

POST

Headteacher

SALARY

Leadership Scale L11 to L17
£68,691 to £79,460

CONTRACT

Full time, permanent. Flexibility in hours may be considered for the right candidate.

START DATE

April 2027

TEACHING COMMITMENT

None

CONDITIONS

School Teachers' Pay and Conditions Document (current edition)

EMPLOYER

Cheshire West and Chester Council / Governing Board

Key dates

ADVERT PUBLISHED

Monday 19 October 2026

SCHOOL VISITS

Tuesday 3 and Wednesday 4
November 2026

CLOSING DATE

Friday 13 November 2026,
9am

SHORTLISTING

Friday 27 November 2026

INTERVIEW AND ASSESSMENT DAYS

Thursday 10 and Friday 11
December 2026

How to apply

We warmly welcome visits to both sites, so you can see for yourself what makes Alvanley and Manley Village School special. To arrange a visit, please contact the School Office on **01244 478021** or bursar@alvanley.cheshire.sch.uk.

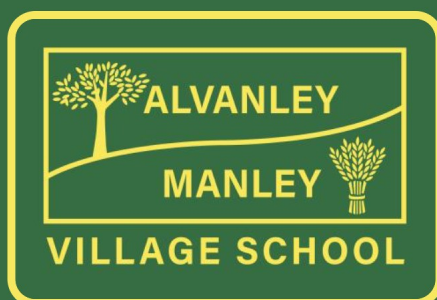
Apply by completing the online form and including supporting information of no more than 1250 words at the end of the form (not as a separate letter). In it, please tell us how your experience matches the person specification and what you would bring to our school.

Safeguarding and equal opportunities

Alvanley and Manley Village School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and partners to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. The successful candidate will need an enhanced DBS check with a children's barred list check. The post involves regulated activity with children, so it is a criminal offence to apply if you are on the children's barred list. We follow safer recruitment practice, including references and online checks for shortlisted candidates, in line with Keeping Children Safe in Education.

We are committed to equality of opportunity and welcome applications from all suitably qualified candidates.



Together we Nurture, Inspire and Achieve

INFANT SITE

Manley Road
Frodsham
WA6 9DU

JUNIOR SITE

Manley Road, Alvanley
Frodsham
WA6 9DD

GET IN TOUCH

01244 478021
bursar@alvanley.cheshire.sch.uk