



MADE FOR GIRLS AGE 4 - 18

THE APPOINTMENT
**HEAD OF
JUNIOR
SCHOOL**

FOR SEPTEMBER 2026

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"Year groups mix and senior girls give back in a big-sisterly way that's magical to behold – yes, magical."

GOOD SCHOOLS GUIDE

Founded in 1658, The Maynard is the oldest girls' school in the country and we pride ourselves on a unique blend of tradition mixed with innovation and forward thinking. As the leading independent day school for girls in the South West, we are a through-school from Reception to the Sixth Form with a student roll of approximately 420 each year.

The Junior School caters for girls aged from 4-11 years old (Reception – Year 6) and is housed in its own building in a central location on the main school campus, making it very much a part of The Maynard community. We provide a happy, secure and lively environment where each young girl will flourish and foster individuality, confidence and enthusiasm.

The quintessential ingredient to our success is the size of the school. With only 100 pupils across the Junior School, we nurture a culture of diversity and inclusion where every individual is encouraged to develop her own 'brand'.

Equally, we are also a school that provides rigour and challenge for all our pupils and where expectations are high. As such, we aim to deliver lessons which stimulate curiosity and encourage a love of learning which stays with each pupil throughout the Junior School, into the Senior School and beyond.

The Maynard is an academically selective school and year-on-year we are the leading independent girls' school in the South West according to both GCSE and A-level league tables, as well as the top achieving independent school in Devon and Cornwall. We are a non-denominational school that has deep rooted values and a clear moral purpose.

Class sizes are smaller than average throughout the school and we place a heavy emphasis on the importance of pastoral care. We relish the fact that we know each and every pupil individually which, in turn, allows us to support and nurture them through the very strong staff/pupil relationships we can form. "It's the warmth of the relationship that makes all the difference," noted the Good Schools Guide during their last visit. "And the laughter. Relationships between pupils and staff are supportive, humorous yet entirely professional."



"It's the warmth of the relationship that makes all the difference. And the laughter. Relationships between students and staff are supportive, humorous yet entirely professional."

GOOD SCHOOLS GUIDE



"The Maynard School is a very welcoming, happy and nurturing school and the girls do well due to the emphasis on their wellbeing."

THE WELLBEING AWARD FOR SCHOOLS

However, there is very much more to a Maynard education than just academic achievement and we pride ourselves on our all-round, holistic education starting from the Reception class upwards. As such, our Junior sporting calendar throughout the year is packed with events, clubs and competitions; Music plays a key role in the day-to-day life of The Maynard and most girls in the Junior School play at least one musical instrument, with many opportunities to perform both individually or as part of a bigger group; Drama and the Performing Arts also play a vital role, particularly our Dance Showcases which are second to none.

We also particularly value the role played by the Sixth Formers who volunteer to run exciting clubs and activities within the Junior School, as well as being mentors for the younger pupils.

Such is our considerable reputation that our pupil numbers are buoyant and our 2026 intake is again looking particularly healthy with huge attendances at our recent open events and an enormous number of registrations. So much so, that some of our Junior School year groups are now full for the next academic year and we are having to hold a waiting list.

In terms of location, Exeter is a fantastic place in which to live and work with easy access to the moors and surrounding seaside. Although still relatively small, it is full of character and has a fascinating ancient history, as well as being home to the world-renowned university. Substantial amounts have been invested into the city's infrastructure which has opened up a realm of retail and cultural opportunities, not to mention how easily accessible we are to the rest of the country and beyond through the local airport and public transport networks.

WHY ALL-GIRLS?

We are regularly asked what the benefits of a single-sex education are and the obvious answer is the long standing and proven statistics of girls achieving more away from other social pressures. We are proud to be a member of the Girls' School Association (www.gsa.uk.com) and we empower our pupils by teaching them the way they naturally learn.

As soon as you cross the Junior School threshold you will be hit by the enormous sense of fun and happiness reverberating around our corridors.

You will notice the warmth of the welcome and the enthusiasm of our pupils to engage with you. You will notice the atmosphere of enjoyment as well as diligence in the classrooms, where a sense of inclusion and compassion underlies all we do.

But, most importantly, you will notice that our pupils are still playing as children, free from the pressure to conform to stereotypes as can happen elsewhere.

"The focus on wellbeing and creating a happy and supportive environment emanates from the core of the school in terms of its values, approaches and explicitly in the quality of relationships between staff and children and within the whole school community and governors."

THE WELLBEING AWARD FOR SCHOOLS

AWARD-WINNING WELLBEING

We believe that happy girls are successful girls.

The Maynard became the first school in Devon to be awarded the Wellbeing Award for Schools in recognition of the sheer breadth of provision and robustness of support that we offer to our staff and pupils.

The importance of wellbeing cannot be overstated – caring for the physical, mental and emotional health of our community is central to everything that we do. All our staff are trained to recognise when a student or colleague may be feeling under pressure or anxious and we take big steps to ensure systems are in place to respond to all the different mental health needs.

As such, The Maynard has become synonymous with the idea of a 'family school', with wellbeing firmly placed at the core of the school's values because we will always believe that a happy school is a successful school.





"Opportunity abounds and, unlike in larger schools, every individual can find their niche - whether that be in the classroom, on the sports fields, as a member of a choir or drama production, by leading a club or being on the Junior School Council. There simply isn't the chance of being overlooked as part of a mass crowd vying for places."

VISION

Our vision is to be a leading school in the UK, committed to educational excellence in a caring and happy environment that fosters a life-long love of learning.

MISSION

Our team of inspiring teachers will instil in each individual the confidence to excel academically, socially and morally. Through an educational experience designed specifically for girls, we can give them the skills and the courage to go out into the world and make a real difference.

VALUES

Our four core values underpin everything about The Maynard School.

Community
Courage
Integrity
Kindness

THE APPOINTMENT

We are seeking to appoint a dynamic and enthusiastic Head of Junior School with proven leadership skills and a clear strategic vision.

The Head of Junior School will be a key player within the whole school Senior Leadership Team, which is overseen by the Head, Liz Gregory.

The successful applicant will:

- Possess a passion for educating young girls and show a commitment to the independent girls' school sector.
- Have a proven track record of strong school leadership and demonstrate the knowledge, skills, ability and ambition to lead the Junior School.
- Act as a figurehead in the Junior School and be personally visible and involved in events and activities.
- Show a proven aptitude for exceptional interpersonal skills, capable of inspiring pupils and staff to give of their best.
- Promote excellence and innovation in teaching and learning, fostering a strong sense of community both inside and outside of the classroom.
- Be a creative and strategic thinker.
- Lead every aspect of the Junior School stewardship in a secure environment that safeguards the wellbeing, health and safety of the staff and pupils.



OUR GOVERNORS

The Governors are extremely proud of the school and highly supportive of the Head and the Leadership Team. The Governing Body is committed to maintaining The Maynard as the leading independent day school for girls in the South West of England, with a clear understanding of the strategic direction of the school. Progress is reviewed by Governors on a regular basis through a range of sub-committees.

The Governing Body comprises six sub-committees: Education, Employment, Junior School, Resources, Risk Strategy, and Regulatory & Compliance. The majority live locally and take an active personal interest in the school and its pupils.

The Governors are appointed as trustees of The Maynard School and have responsibility to the Charity Commission to ensure it is run efficiently and complies with all legal health and safety requirements.

Great care is taken to ensure that members of the Governing Body have a wide range of experience and other skills to provide an appropriate level of support in educational, professional and business matters.

As the incoming Chair of Governors, thank you for your interest in the post of Head of Junior School. Statistics and league tables are a testimony to the academic strengths of the school, but they do not reflect the friendly atmosphere and collegiate approach that help the school achieve such excellence. From the moment they start at the school, Maynard pupils benefit from the nurturing environment provided by staff and fellow pupils.

We are looking for an inspirational teacher to lead our Junior School staff and play a crucial role in the Whole School Management team. As well as a rewarding teaching experience, the successful applicant will also benefit from joining a school that understands the importance of professional development and teamwork.

If you would welcome the opportunity to join us and use your professional skills to help us deliver and develop 'The Maynard Way' of offering girls the best possible start to their educational journeys, we look forward to meeting you.

Chris Gatherer
Chair – Elect





OUR STAFF

Everyone who works at The Maynard, regardless of their role, plays a vital part in helping to make the school the dynamic and energetic place that it is. Commitment to professional development is an important part of this but it is also something that is ingrained in the culture and ethos. Everyone works together, sharing ideas, responsibilities and ambitions for the school.

There are over 60 teaching staff and nearly 50 support staff. Staff from across the School collectively meet for a twice weekly briefing allowing for excellent networking and collaboration.

The Junior School team comprises ten class teachers, eight teaching assistants, a Junior School administrator, specialist ballet, forest school, music and PE teachers as well as a Thrive practitioner.

Staff mental health and wellbeing form the heart of our ethos; The Maynard community is a caring and collaborative working environment within a hugely supportive network where each individual feels valued and can thrive.

OUR PARENTS AND THE SCHOOL COMMUNITY

The school has an active association known as the Maynard Parents' Association that organises social events and other fundraising initiatives, thus enabling the school to procure essential extra benefits such as the Junior School canopy, the floodlights on the external courts, Junior School play equipment, resources for the Library, the sound and lighting system in the Performing Arts Centre and much more.

Equally, the school aims to be an integral part of the local and wider community. Activities include endless charity fundraising and community benefit. Specific examples include the termly concerts at the local residential home, performing at The Lord Mayor's Charity Concert in Exeter Cathedral, funding the entire education of a young South African girl who our Senior netball and hockey teams met on their last Sports Tour, as well making our facilities available to outside organisations for the benefit of our wider community.

ABOUT THE JUNIOR SCHOOL

TEACHING AND LEARNING

Our curriculum is delivered by experts and designed to be broad and enriching. From Early Years upwards, pupils enjoy a programme that instils both curiosity and a love of learning through cutting-edge pedagogy and enormous variety. Alongside a strong focus on literacy, numeracy and critical thinking, pupils are encouraged to discover new interests through sport, music, drama, outdoor learning, trips and clubs. This wide ranging approach builds confidence, resilience and independence, helping children to develop skills that will stay with them for life.

As a selective school, we have an able body of pupils who are committed to their studies and are a joy both in and outside of the classroom.

Top quality teaching is the cornerstone of our school, with staff who know how to support and develop each pupil. Every class is led by a class teacher who oversees the academic progress of each individual as well as their pastoral welfare.

Class sizes are typically 20 or below in the Junior School and most subjects are delivered by the class teacher with

specialist staff teaching Music, PE and Modern Languages (which includes Spanish/French from Year 1 to provide foundational knowledge). We also place a strong emphasis on PSHE and RSE learning which is an integral part of the curriculum.

There is easy access to all the Senior School facilities for specialist learning and ready interaction between the older and younger pupils. As they progress through the Junior School, they gain learning experience linked to the Senior School, culminating in a transition year in Year 6, when they enjoy a taster of Senior School status as well as having lessons taught by specialist teachers in specialist classrooms.

As part of the curriculum, the girls can also take part in Drama, Art and Computing, Sport and Textiles and our extra-curricular package is equally enormous with a jam-packed programme of lunchtime and after school clubs.

During these early years, we aim to ignite a passion for learning to stay with our pupils for their whole life and open their eyes to a multitude of opportunities in a happy, secure and abundantly busy environment.



TEACHING COLLABORATION WITH THE SENIOR SCHOOL

We adopt a collaborative approach across the entire school and regularly share ideas either formally or informally. We also hold five INSET days per academic year, allowing plenty of opportunity for further training in teaching and learning, safeguarding and effective use of IT in classrooms. We also find time to have some fun on these days such as rounders and Dragon Boat racing or a cuppa on the glorious Quay!

PASTORAL CARE

We pride ourselves on our exceptional pastoral provision and this is central to everything that we do. We understand that parents want a school where their daughters will reach their full academic potential but also know that what is even more important to them is that they find a school where their daughters will flourish.

We follow the Thrive approach in the Junior School to help our pupils develop into healthy, happy and confident children. We have a designated Thrive practitioner who is central to the Junior School's pastoral approach, focusing on intervention and pastoral support particularly in Key Stages 1 and 2, ensuring that all the pupils meet their developmental and social milestones so that their self-confidence and self-esteem can flourish.

BEYOND THE CLASSROOM

School trips and residential trips consolidate learning, enrich the curriculum and broaden the girls' experience and knowledge of the world. Each term, our Junior School pupils take part in an action-packed programme of cross-curricular days through trips and residential visits to our excellent local facilities such as Escot, @WeTheCurious and the Outdoor Education Centre at Exeter Quay.

Girls are also encouraged to join in with a wide range of extra-curricular clubs and activities both here at school and after hours.

OUTDOOR LEARNING

Our beautiful city centre Forest School is situated in a quiet and compact area specifically adapted to suit the needs of every young explorer! With a large pond, a mud kitchen and activity areas under the trees, alongside a base shelter with campfire, Junior School girls can spend many a happy hour here! Sessions involve exploring and discovering nature, as well as activities such as helping to build a fire and using tools and natural materials for craft activities. No session is complete without the obligatory toasting of marshmallows on the fire - a firm favourite for all our Forest Schoolers!





**"Music is a
long-standing
jewel."**

GOOD SCHOOLS GUIDE

MUSIC

Music here at The Maynard permeates all aspects of school life and is, quite simply, exceptional. We aim to foster in all our pupils an appreciation and enjoyment of music in its many forms. Junior School pupils explore a whole realm of musical genres from jazz to classical, rock to opera and we boast numerous quartets, quintets, ensembles and choirs.

Well over half of our Junior School pupils learn a musical instrument and our team of experienced peripatetic staff is supported by the Junior Music teacher. Opportunities for performance abound, whether to a visiting crowd or to an audience during one of our assemblies, and numerous concerts are held throughout the school year either by class or as part of a whole school collaboration.

THE PERFORMING ARTS

There are countless opportunities for performance across the year groups with Dance Showcases, the Summer Show Extravaganzas (awash with colourful costumes, glitter galore and lots of happy faces) and the Year 6 class play for all to enjoy. We are also especially proud that the Junior School girls always amass countless medals and trophies at the Devon Performing Arts Festival, which reflects the skills built at the ever-popular lunchtime Speech & Drama club.

SPORT

Sport and physical activity are central to the life of The Maynard using the 'Maynard Me' programme. The core is about developing healthy lifestyles and enjoyment of activities. Finding something they love by trying lots of things and nurturing talent when discovered.

The girls also enjoy a term of swimming lessons enabling them to strengthen their individual skills. The Tennis Academy offers coaching to pupils in Years 4-6 before school three times a week, and we also run after school clubs such as Modern Dance and Martial Arts, as well as other seasonal sports. Not forgetting, the incredible gymnastics that we offer in collaboration with the Exeter Gym Club just down the road.

GLOBAL CITIZENSHIP

Our broad curriculum promotes and develops moral responsibility, encouraging pupils to have a greater understanding of our wider society. At The Maynard we go far beyond the self – we know that helping others is also vital to our own wellbeing and, as such, the girls are at the centre of many charitable initiatives. Everyone enjoys the fun of dressing up, performing, making and decorating, organising competitions and sponsored events whilst raising awareness of, and fundraising substantial sums for, charity.



CAMPUS AND FACILITIES

The Maynard is situated in a leafy area of central Exeter, just a short walk from the city centre and perfectly located to access the abundance of cultural and picturesque locations across Devon and beyond. The school is easily accessible via numerous public transport networks and boasts an extensive bus service for pupils living further afield.

The campus comprises several historical buildings, now complemented with a range of modern architecture and state-of-the-art resources including (but by no means limited to):

- A purpose-built Sports Hall (full standard size and fully marked)
- Floodlit netball/ tennis/hockey courts
- Astro
- A large spacious Performing Arts Centre
- A covered Pre-Prep play area
- A Junior School Hall for assemblies, play rehearsals, ballet & music
- The Main School Hall (used for practice and performances)
- Light and airy art rooms
- A plethora of music rooms
- An indoor gym and fully equipped Fitness Suite



JOB DESCRIPTION

The Head of Junior School holds an understandably high profile and wide-ranging remit; the successful applicant will demonstrate the knowledge, skills, ambition and compassion to lead such a pivotal part of the top independent school for girls in the South West.

The Head of Junior School plays a key part in the whole school Senior Leadership Team, applying strong and effective leadership in their role.

Whilst this job description summarises the main responsibilities, it is by no means exhaustive, and it is anticipated the role will evolve to suit the strengths of the candidate and the future needs of the Junior School. That said, the main responsibilities can be summarised as follows.





STRATEGIC LEADERSHIP

- Shape the vision for the Junior School and ensure this is translated into plans and objectives which are delivered to sustain continuous improvement and success.
- Articulate the aims and values of the school and secure the commitment of staff, pupils, parents and, where appropriate, the wider community, to the vision and overall direction of the school.
- Provide strong leadership to all staff within the Junior School, inspiring and motivating colleagues whilst building a sense of involvement and inclusivity as a 'one school' staff team across Junior and Senior Schools.
- Maintain a cohesive and proactive Junior staff team ensuring that roles, responsibilities and expectations are clear and that the highest standards of performance are expected and delivered.
- Take an empowering, collaborative and trusting approach to leadership, instilling in colleagues the desire and drive to fulfil the successful academic, pastoral and co-curricular functioning of the Junior School and to lead in their given area with independence and initiative.
- Work with the Head to appoint Junior School staff who will enrich the pupils' experience through inspirational teaching and a commitment to extra-curricular activity.
- Manage effective systems for timetables, staff professional development and target setting whilst ensuring the continuing personal and professional development of the Junior School staff team.

- Ensure that staff have high expectations of Junior School pupils, both in their learning and behaviour, and create an environment in which all pupils can fulfil their potential both inside and outside the classroom.
- Have a good understanding of budgets.

MARKETING, COMMUNICATIONS AND EXTERNAL ENGAGEMENT

- Continue to develop and build on the admissions strategies for recruitment and retention of Junior School pupils, working with our Admissions Registrar and Head of Marketing and Communications.
- Develop and maintain good relationships with feeder nurseries and local schools.
- Work with the Marketing and Admissions team to continue to enhance the events, resources and procedures for the promotion and marketing of the Junior School.
- Develop and cultivate strong relationships with current and prospective parents; ensure excellent communications and customer service between the school and the parent body; promote the school's family ethos.
- Deal effectively and positively with any complaints with the overall aims of quality assurance and parental satisfaction.

LEADERSHIP OF TEACHING, LEARNING AND THE CURRICULUM

- Pro-actively promote girls-only education and of teaching and learning strategies that focus on girls and how they learn best.
- Maintain an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and good behaviour across the school.
- Support and develop a rich and innovative curriculum ensuring a breadth of academic, co-curricular and enrichment activities.
- Sustain, and continue to enhance, a culture of innovation, challenge and support where all pupils can achieve success, engage in their learning and feel valued.
- Demonstrate and articulate high expectations for teaching and learning and contribute to the teaching programme.
- Oversee the academic curriculum and co-curricular programme, including sports, drama, art and music.
- Assess and track academic performance and ensure that all statutory requirements are met.
- Work with the Director of Studies and Head of Transition to develop and articulate a vision for a seamless transition of education to the Senior School for pupils in Year 6.
- Act as a role model for pupils, support their co-curricular activities in clubs, sports, and the arts whilst celebrating their individual efforts.
- Maintain a consistent and continuous focus on pupils' achievement using an effective assessment framework, data recording, benchmarks, and feedback to monitor progress in each individual's learning.

- Ensure that the highest standards of professional performance are met through inspirational teaching and a commitment to additional enrichment activities.
- Instigate and maintain effective strategies for staff induction, professional development, leadership experience and performance reviews. Participate in his/her own development training.

PASTORAL LEADERSHIP

- Uphold the community ethos of the Maynard and the warmth of the relationship between staff and pupils via a supportive and nurturing environment.
- Develop, implement, and monitor pastoral policies, structures, and procedures to deliver the highest standards of pastoral care within the Junior School.
- Alongside the Head of PSHE, provide effective planning and delivery of an age appropriate PSHE/RSE curriculum and other opportunities to educate pupils in these areas.
- Create a culture of encouragement, inclusiveness, and respect for others, whether within or outside the school community.
- Maintain effective partnerships with parents to support the pupils' wellbeing and personal development.
- Promote the emotional wellbeing of pupils as a priority within the school community and work collaboratively with relevant external agencies where appropriate.



MANAGEMENT OF THE JUNIOR SCHOOL

- Ensure effective strategies, policies and practices are maintained to manage the financial, human and physical resources of the Junior School successfully and ensure compliance with all regulatory and statutory requirements.
- Work with the Bursar and other members of the Senior Leadership Team to ensure the appropriate deployment and management of all resources (financial, human and physical) across the Junior School in support of the overall vision and plans.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Continue a coherent administrative and support structure to ensure that operational matters are dealt with efficiently and effectively to improve the quality of learning and teaching at the school, secure efficiency and value for money.
- Review regularly the Junior School environment, premises, facilities and resources to determine if they continue to support the academic, co-curricular, cultural and social objectives and ambitions of the school, and work with the Bursar and the Head to establish renovation and enhancement priorities.
- Work with the Senior Leadership Team to prepare the school for ISI compliance and educational quality inspections and oversee the process to deliver the best possible outcomes.
- Keep abreast of current and emerging trends and developments within both the maintained and independent educational sectors and assess their impact on the school.
- Ensure that the Junior School maintains legal and regulatory compliance, that risks are monitored and mitigated, safe recruitment procedures are in place and are followed and that the health and safety of all members of the school community is safeguarded and prioritised.



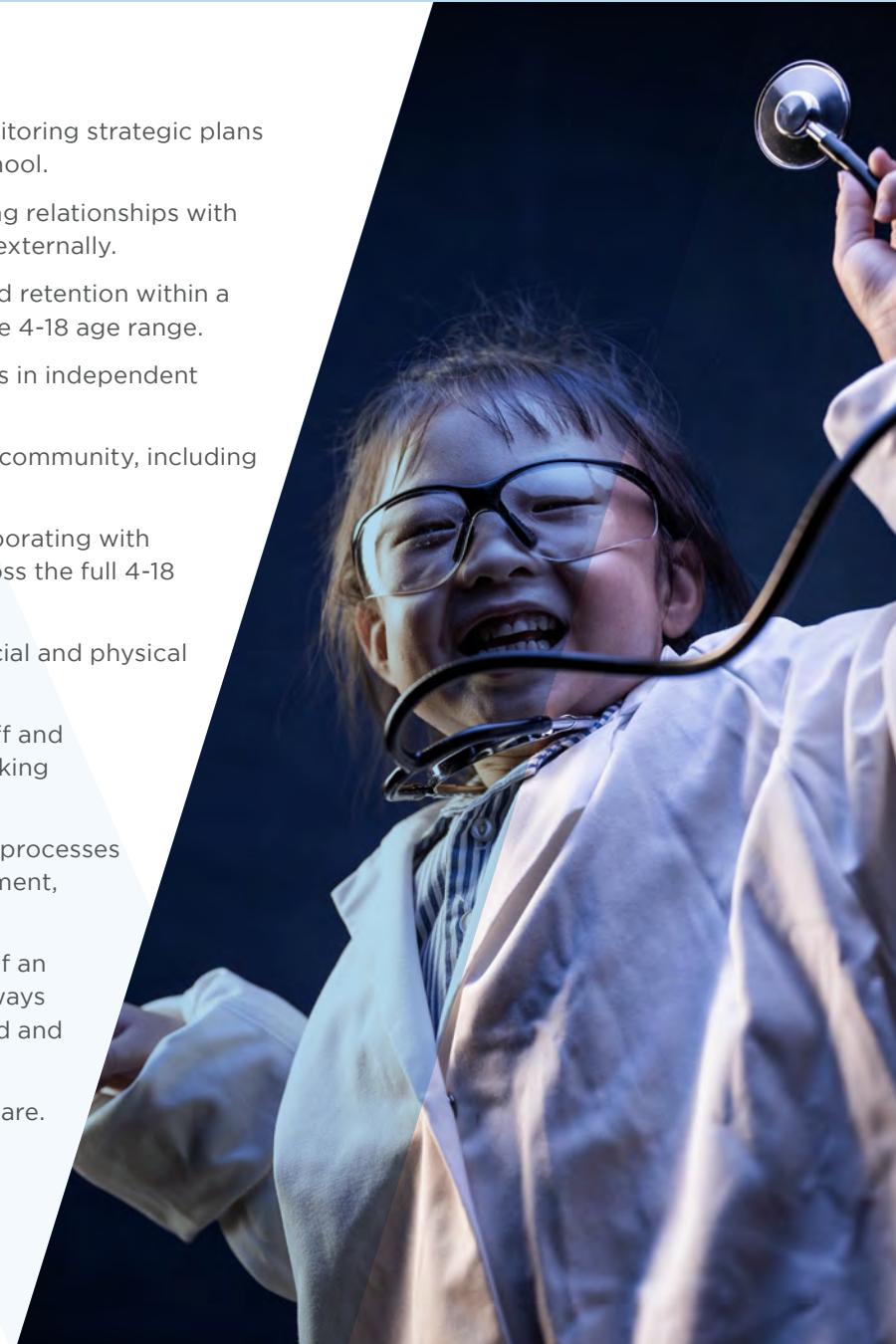
PERSON SPECIFICATION

The successful candidate will display most or all of the following qualifications, experience and knowledge:

QUALIFICATIONS AND EXPERIENCE

- Relevant degree and/or postgraduate qualification (BA or BEd, PGCE), with any management and leadership qualifications an advantage.
- Qualified Teacher Status (QTS) or equivalent recognised teaching qualification.
- Knowledge and understanding of the 4 to 11 age range, including EYFS requirements.
- Evidence of continuing professional development.
- Strong understanding of the ethos and operation of preparatory schools.
- A broad range of interests and achievements (sporting, cultural or other).
- Proven successful leadership in a high performing educational setting.
- A compelling communicator with the ability to engage a diverse community and lead with clarity, warmth and authority.
- Substantial and successful teaching experience and experience of curriculum development.
- A commitment to personal development. The successful candidate will be expected to reflect on their own learning journey, including recent professional development within the past three years.
- A strong commitment to the academic, personal and social development of pupils, understanding the needs and concerns of their age group and having a natural empathy with them.

- Experience of developing, implementing and monitoring strategic plans in support of the aims, mission and values of a school.
- Demonstrable experience of engaging and building relationships with the whole school community, both internally and externally.
- Demonstrative experience in pupil recruitment and retention within a competitive independent school market across the 4-18 age range.
- Understanding of national and international trends in independent education.
- Comfortable working across all layers of a school community, including the wider School governance structure.
- Be equally comfortable working 'upwards' - collaborating with the Head to ensure continuity and excellence across the full 4-18 provision.
- Experience of effectively managing human, financial and physical resources.
- Experience of leadership and management of staff and developing an open, inclusive and supportive working environment and culture.
- Experience of the full range of staff management processes e.g. recruitment, continuing professional development, retention and performance management.
- An understanding of the modern characteristics of an effective and successful preparatory school and ways in which performance can be monitored, improved and developed.
- A commitment to maintaining excellent pastoral care.
- Enthusiasm for promoting broad co-curricular participation (e.g. music, sport, drama, art).





KNOWLEDGE, SKILLS AND ABILITIES

- An in-depth understanding of all the key education issues and developments, from EYFS to Key Stage 2.
- Excellent decision-making and problem-solving including evidence of having dealt successfully with a range of challenges.
- Strong financial and resource planning skills.
- Technologically literate and enthusiastic about the use of digital tools to enhance learning.
- Appreciation of the role of digital innovation in learning and school systems.
- Comfortable working with data to inform decisions and track progress.
- High level commercial and financial acumen with some experience of strategic and financial planning, whole school change management, revenue generation and marketing.
- A strong understanding of the responsibilities in relation to safeguarding and a clear commitment to delivering best practice in both pastoral care and safeguarding.
- Sound knowledge of the relevant regulatory and inspection frameworks in an independent day school for girls.

PERSONAL ATTRIBUTES

- A profound passion for girls' education with a vision that reflects that of the school.
- Integrity, emotional intelligence and a clear moral compass.
- Experience of, and commitment to, independent education.
- Articulate communicator (oral and written) with exceptional networking and interpersonal skills.
- An approachable team leader with the ability to empower and nurture the individual; an ability to prioritise and delegate effectively.
- A selfless, empowering and collaborative approach to management, building trust, inspiring confidence and creating capacity in others.
- Displays energy, dynamism and an optimistic outlook with the courage to innovate.
- An ability to address difficult issues, deal sensitively with conflict and take difficult decisions, together with the capability to communicate the rationale for decisions both sensitively and clearly.
- Considered in taking action and calm and collected under pressure.
- Ability to work with conflicting demands and timescales.
- Open, reflective, and collegiate by nature, receptive to new ideas with an ability to listen, consult and discuss.
- Excellent judgement, integrity and sense of fairness.
- Self-awareness and the ability to reflect on personal strengths and areas for improvement, whilst remaining considerate to the needs of others.
- Impeccable role model, sets high standards for self and others.
- Able to demonstrate adaptability, empathy, compassion and a very good sense of humour!



TERMS OF APPOINTMENT

A generous remuneration package will be offered to the successful candidate reflecting the importance and nature of the post. The starting salary will be in accordance with the successful candidate's experience and qualifications.

The package will include the following benefits:

- Generous fee remissions for the children of his or her immediate family who meets the entry criteria
- A pension through the school's DC scheme with Life Assurance (3 x average salary)
- Private Health Insurance
- Use of on-site gym and sports facilities
- Cycle to work scheme
- Free lunch
- Excellent opportunities for career development and the opportunity to gain externally recognised qualifications.

The appointment of the successful candidate will be provisional, subject to the satisfactory completion of all pre-employment checks required in schools, including three satisfactory references, a DBS check and satisfactory medical clearance.

THE APPLICATION PROCESS

Applications are invited for the post of Head of the Junior School to take effect from 1 September 2026.

An application form can be downloaded from the school's website – www.maynard.co.uk

To apply, please submit an application form and a curriculum vitae, with a covering letter setting out the reasons for your application, to: recruitment@maynard.co.uk

Please also include current salary details and the names and addresses of three referees, one of whom must be your current or immediate past employer. Referees will not be approached until the final stages and not without prior permission from candidates.

**The closing date for applications will be:
Thursday 12 February 2026 at 9am**

Interviews will take place on **Wednesday 25 February** and **Thursday 26 February 2026**.

All candidates invited for interviews will be given ample opportunity to tour the school and to meet the Head and Senior Leadership Team, the current Head of Junior School, staff, pupils and Governors.

Interested applicants who wish to discuss the post in confidence are most welcome to speak to the Head, Liz Gregory, (in the first instance, please email our HR Advisor, Zoe Cunningham, at recruitment@maynard.co.uk who will arrange a mutually convenient time to talk).

PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

The Maynard School is committed to the safeguarding of all young people and child protection screening is applied to all posts.



MADE FOR GIRLS AGE 4 - 18

The Maynard School
Denmark Road
Exeter
Devon
EX11SJ

Tel: +44 (0)1392 355998
www.maynard.co.uk



The Maynard School is a registered charity
providing education for girls.
Registered Charity No. 1099027.

