

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of **Admissions Registrar** (Senior Divisions)

**[newhallschool.co.uk](http://newhallschool.co.uk)**

New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

**tes**

Independent  
School of the Year  
**2016**







## New Hall School

New Hall School is a leading HMC boarding and day school for girls and boys aged 1-18 and was awarded the TES 'Overall Independent School of the Year' for 2016-17. Founded in 1642, New Hall School is one of the oldest Catholic schools and the largest Catholic boarding & day school in the UK. New Hall is a strong and thriving community, set in a stunning location on the edge of the city of Chelmsford, just 20 minutes by train from London Stratford and 30 minutes from London Liverpool Street. There are also plans for Network Rail to open a new station at the foot of New Hall's Avenue; this is due to be completed by 2025.

At New Hall, we operate the highly successful 'diamond model' structure, i.e. co-education in the Nursery & Preparatory Divisions (ages 1-11), single-sex education in the Girls' Division and Boys' Division (11-16) and co-education in the Sixth Form (16-18). In this way, New Hall provides the best of both worlds: the benefits of a co-educational environment together with the advantages of girls and boys being taught separately throughout the 11-16 age range. The provision of single-sex education during the formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and recognises the different ways in which girls and boys learn.

There is an exciting School Development Plan (SDP), which has the continued strengthening of the School's academic standing as its priority. New facilities successfully delivered so far in the 2016-19 SDP include: investment in digital technologies; outdoors 'Forest School' provision; a second Astroturf, 3G pitch and new PE changing rooms; new recreational and hospitality facilities, and additional staff accommodation. Plans are currently underway for the expansion of the Preparatory Division to 3-form entry and the opening of the new Nursery in September 2019.

Students aged 7-18 can board in one of four Boarding Houses. High academic expectations and achievements, together with outstanding pastoral care and exceptional drama, music and sports facilities and provision, make New Hall a wonderful place to be educated.

The ethos at New Hall has been inspired by the founding Religious Community, the Canonesses of the Order of the Holy Sepulchre. New Hall has thriving Chaplaincy, RE and Theology teams and the community benefits from having a full time resident priest Chaplain. The School welcomes all who support its ethos.

# New Hall's Mission & Ethos Statement

New Hall, a Catholic boarding and day school, provides  
**the best start in life**, enabling students  
to meet confidently the challenges of the wider world.  
Here **academic excellence** is achieved in surroundings  
where relationships are based on  
**care, trust and respect**.  
We **welcome** students from many traditions,  
building a Christian **community** that has at its heart  
**prayer** and **service** to others.

## Strategic Aims of the School

*In all of these strategic aims, we seek to bear witness to our distinctive Catholic ethos, which is at the heart of everything we do:*

1. To promote the Catholic life of the School and to provide outstanding Religious Education
2. To be an outstanding and caring educator of all students
3. To recruit, support and develop outstanding staff
4. To provide outstanding learning opportunities through the co-curriculum
5. To promote New Hall's reputation as a distinctive school of choice
6. To share our ethos, grow and innovate
7. To ensure the on-going security of the School's financial future, and ensure affordability of fees, while continuing to invest in improving the quality of education

## Accolades for the School

New Hall School was awarded Independent School of the Year for 2016 in the *Times Education Supplement* school awards, as well as Financial Initiative of the Year (2016), in relation to our Green Travel and Transport Strategy. The school has previously won the TES Award for 'Outstanding Strategic Initiative' (2011).

New Hall received the highest commendations in its most recent inspections:

- 'Outstanding' in the Denominational inspection, Diocese of Brentwood (2018)
- 'Excellent' (the highest category) in the whole school ISI inspection (2016)
- 'Outstanding' in the ISI boarding inspection (2014)
- Passed ISI compliance inspection (2019)

New Hall's sponsored primary academy, Messing Primary School, received the highest commendation of 'Outstanding' in the following categories:

1. Effectiveness of leadership and management
2. Personal development, behaviour and welfare of pupils
3. Early years provision

and 'Good' overall, in the Ofsted inspection (2018).



Independent  
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## The Admissions Department

The Admissions team is the first point of contact for prospective parents and agents, so first impressions are critical. The team currently comprises an Admissions Registrar (Nursery & Prep Divisions), Admissions Registrar (Senior Divisions) and three Admissions Officers. It is the team's responsibility to ensure that the journey from enquiry to joining the School is as smooth as possible, by providing excellent customer service in a timely manner. The team also shares in responsibility for achieving good levels of retention, a full School roll and for the analysis of relevant data in this regard.



## Working at New Hall School

As an employee at New Hall School, you will enjoy working in a vibrant community with a strong sense of team work. As a boarding school, we are 'home' to many students and staff and, as such, there are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment that is set in beautiful surroundings; staff value working in a caring community and enjoy many exceptional benefits.

## Hours

The normal working hours for the Admissions office staff are from 8.30am-5.30pm, with a 1 hour unpaid meal break, Monday to Friday, all year. All staff are required to attend relevant INSET (staff training) days. Working hours also include 5 weekend days per year (e.g. Open Day); the time in lieu is built into the holiday allowance.

Given the seniority of the position, you will be expected to work the hours necessary to fulfil the responsibilities of the post. We expect this will work out at an average of 40-hours per week over the course of a calendar year, but given the nature of New Hall, the hours of work may vary to those stated above.

## What Staff Say

"Every child has a right to shine; it is our job to discover that talent and polish it"

"We advocate encouragement rather than pressure"

"At New Hall, children are encouraged to care and to treat others as they would like to be treated"

"We don't have 'colleagues' - at New Hall you're part of a family!"

"At New Hall we work together, sharing the same passion"

"The sense of community is built up through staff clubs such as staff choir, book club and dance classes, as well as staff vs Sixth Form sports fixtures"

"I love working in a place where I can be creative and make a real difference"



# Job Description

The Registrar will have overall responsibility for all aspects of admissions work within the Senior Divisions. The Registrar will be responsible for ensuring that the School meets its objectives in terms of the number and the calibre of new students at the entry points. The Registrar will be comfortable with interactions with parents, feeder school heads and professional representatives.

Key responsibilities include:

## 1. Admissions Leadership, Management and Administration

- 1.1 To provide leadership and vision to ensure that the School's Senior Divisions admissions practices and procedures are efficient, up-to-date, compliant and effectively implemented
- 1.2 To articulate the School's ethos and the benefits of its boarding & day educational offer in an informed, authoritative and authentic manner, to influence decision makers
- 1.3 To ensure that the School has obtained and processed all information required to complete the entry process
- 1.4 To oversee the arrangement of parent appointments and tours and to conduct tours of the School where necessary
- 1.5 To provide reports as a member of the Admissions Committee
- 1.6 To ensure relevant departments have the academic and pastoral information to support the admissions process and entry to the School
- 1.7 To take overall responsibility for all admissions enquiries from the first contact with a prospective parent through to the student joining the School
- 1.8 To oversee the maintenance of Admissions-related literature, documentation and website pages
- 1.9 To build a dynamic, effective and caring team that shares a clear vision and is motivated by targets in support of the School Development Plan
- 1.10 To be a member of the Communications & Marketing Committee and to assist with generating relevant press releases and positive media stories that support the recruitment and retention of students
- 1.11 To demonstrate business acumen in relation to student recruitment, scholarships & bursaries and the setting of fees, in accordance with the School's charitable object
- 1.12 To manage the Admissions budget to ensure value for money
- 1.13 To ensure compliance with equality, disability, discrimination, GDPR legislation and ISI standards
- 1.14 To provide cover for the Admissions Registrar (Nursery & Preparatory Divisions) as required
- 1.15 To be familiar with the School's admissions-related policies, Terms & Conditions, legal obligations and risk factors
- 1.16 To have knowledge of, and adhere to, the Code of Practice for Schools
- 1.17 To support New Hall's academy, Messing Primary School, in meeting admissions targets

## 2. 11+, 13+ and 16+ Entry

- 2.1 To co-ordinate all aspects of the 11+, 13+ and 16+ entry, bursary and scholarship process, including application packs, reference requests, reading school reports etc
- 2.2 To take a leading role, together with the Head of Sixth Form, in promoting the growth of the Sixth Form and the strengthening of its academic profile
- 2.3 To collate and analyse the entrance assessment results and present the results to the Admissions Committee

- 2.4 To assist with the issuing of assessment and scholarship decision letters, with supporting paperwork, where appropriate

### **3. International Recruitment**

- 3.1 To be responsible for fostering excellent relationships with overseas agents, administering the authorisation of agents' commission and issuing of contracts
- 3.2 To be responsible for the maintenance of the database of international agents, international feeder schools and appropriate international educational bodies
- 3.3 To be responsible for planning visits to schools and agents abroad in target countries and to represent and promote the School at international recruitment fairs, agent tours and visits
- 3.4 To act as a level one user for the Tier 4 applications; to ensure compliance with the School's Highly Trusted Sponsor status
- 3.5 To complete Certificate of Acceptance for Studies for incoming and existing students
- 3.6 To ensure the guardian information for boarding students is collated and passed to the Heads of Boarding
- 3.7 To liaise with the Heads of Boarding to handover all incoming students Tier 4 information and ensure police checks are conducted
- 3.8 To ensure the School is compliant as an Alternative Collection Location (ACL) for Tier 4 students

### **4. Data**

- 4.1 To ensure that the prospective data on iSAMs, the School's management system, is up-to-date and accurate and that the system is being used effectively
- 4.2 To provide reports to the Admissions Committee, SLMT and Governors, as required, to analyse 5-year trends and make recommendations for future actions to meet the School's strategic aims
- 4.3 In line with Government requirements, to manage and administer the Admissions Register and ensure it is accurate and up-to-date with joiners and leavers information.
- 4.4 To ensure student joiners and leavers at non-standard transition points are reported to the appropriate local authority and followed up, as required
- 4.5 To ensure the year group lists and boarding lists for the Senior Divisions are accurate
- 4.6 To build and maintain market intelligence on the independent day and boarding school market and use this to inform the School's recruitment strategies
- 4.7 To maintain the annual census information

### **5. Feeder Schools**

- 5.1 To build and maintain excellent relationships with feeder schools
- 5.2 To liaise with feeder schools regarding the entrance process and decision outcomes
- 5.3 To represent the School at feeder school information days as required

### **6. Events**

- 6.1 To assist the Events Officer in the planning, preparation and execution of key admissions-related public events such as taster days, induction and familiarisation days
- 6.2 To represent New Hall at conferences, overseas recruitment trips, workshops and seminars. This will include evening and weekend work (usually at least two events each term)
- 6.3 To attend a selection of School events, performances and competitions in order to be familiar with the curriculum and co-curriculum provision and to communicate these strengths to prospective families



## Person Specification

This post would suit a candidate with significant relevant experience in customer care, business acumen and an understanding of the world of independent education. This is an exciting post, with opportunities to contribute to strategy, innovation and growth, in this dynamic and forward thinking school.

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	Strong A Levels or equivalent	Educated to degree level
<b>Experience</b>	<p>Have knowledge and understanding of the independent school sector</p> <p>Experience and appreciation of principles and practices of school admissions functions</p> <p>Knowledge and understanding of the principles and practices of Customer Relationship Management</p>	<p>To have experience as a School Registrar</p> <p>Experience of working in independent education</p> <p>Experience of boarding education at senior school level</p> <p>Experience of Tier 4 and UKVI guidelines</p>
<b>Skills and Aptitudes</b>	<p>Have a clear understanding of and a commitment to the aims of a Catholic independent school</p> <p>Ability to relate effectively to students</p> <p>Excellent communication, IT, organisational and management skills</p> <p>Ability to motivate others and build teams</p> <p>Strong writing, proof reading and editing skills, including the ability to tailor content and format to different stakeholder needs</p> <p>Strong database management skills</p> <p>Excellent attention to detail</p> <p>Willingness to undertake training in any relevant skills areas, as appropriate</p>	

	<p>Flexibility to adjust to change and development</p> <p>Being a proactive team member</p> <p>Common sense and initiative</p> <p>A willingness to work flexibly as the needs of the role dictate (including weekends and evenings on occasion)</p> <p>Awareness of GDPR and Safeguarding regulations</p> <p>Financial acumen</p>	
<b>Disposition and personal qualities</b>	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Willingness to participate enthusiastically in aspects of the School's educational and boarding life</p> <p>Approachable, personable and confident manner, with excellent spoken English</p> <p>Good-humoured approach to collaborative work</p> <p>Common sense and initiative</p> <p>Flexibility to adjust to change and development</p> <p>High levels of personal and professional organisation, integrity, discretion and confidentiality</p> <p>Stamina and resilience</p> <p>Flexibility to adjust to change and development</p>	



## Salary & Benefits

### Salary

The salary range for this full time post is currently between £41,421pa - £47,470 pa (at September 2019 rates) depending on qualifications and experience. This range is between points NHC43 and NHC49 on the New Hall Pay Scale C. There are also generous benefits; current benefits are detailed below.

### Holidays

The Admissions Registrar (Senior Divisions) is entitled to 27 days holiday excluding bank holidays. Holidays must be taken during School holidays. New Hall closes for two days between Christmas and New Year. Staff must set aside two days of annual holiday entitlement to allow for this closure. This holiday allowance includes the time in lieu for School Open Days and Saturday assessment days, to a maximum of 5 days per annum.

### Bank Holidays and Saturdays

The Registrar will be required to work on School Open Days, which take place on the last Saturday in September, and either the first Bank Holiday in May, or the Saturday of the first Bank Holiday weekend.

### Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. New Hall currently matches employee contributions up to 3%.

### Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

### Sports membership

Staff are entitled to free membership of the School Fitness Suite, which comprises a range of cardiovascular equipment and free weights. We also offer staff a generously discounted rate of membership to the New Hall Sports Club, which includes use of our 25-metre, 6-lane indoor swimming pool & 10 floodlit tennis/netball courts.

# Your Application

The School can only accept applications made on the New Hall Application Form.

Completed Application Forms and your letter of application should be sent, via email, to [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk). The letter of application should be addressed to Mrs Jeffrey, Principal, and include:

- Your understanding of the distinctive nature of the school and this role
- How your skills and experience meet the requirements in our person specification and job description
- Why you wish to apply for this role and what particular contribution you would make

Alternatively, you can send your application by post to:

HR Department, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.

**Closing Date for applications is: Midday, 31 January 2020**

**Interview Date: Week commencing 3 February 2020**

New Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced check with the Disclosure and Barring Service (DBS).

Please do not hesitate to contact a member of the HR team on 01245 467 588 should you have any queries.

