

Founded 1642



**New Hall School**  
The Best Start in Life



Appointment of  
**School Administrator (Nursery)**  
Maternity Cover

**[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 & day school for girls & boys aged 1-18. New Hall was awarded the TES 'Overall Independent School of the Year' for 2016-17. Founded in 1642, New Hall is one of the oldest Catholic schools and is 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 & 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 in the 2016-19 SDP include: the New Hall Nursery; investment in digital technologies; outdoors 'Forest School' provision; New Hall Farm; a second Astroturf; 3G pitch; PE changing rooms; recreational and hospitality facilities; additional staff accommodation; and expansion of the Preparatory Divisions to 3-form entry.

Students aged 8-18 may 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 resident Priest Chaplain and lay Chaplaincy staff. 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)
- All standards met in the ISI Material Change inspection (increase to student roll to 1,500 and inclusion of ages 1-3 age range (2019)
- All standards met in the Ofsted EYFS inspection (2019)
- All standards met in the ISI Regulatory 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).



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## The Nursery

The New Hall School Nursery, opened in September 2019, and is located in brand new, purpose-built premises that provide a safe, modern and inspirational environment. There is a beautifully landscaped outdoor learning environment for children to play in and explore, as well as access to the wonderful grounds and facilities New Hall has to offer.

The Nursery forms an integral part of the School, with many of the children continuing through into the Preparatory Divisions. It has extended New Hall's current age range by offering provision for 1-3 year olds ('Nursery 1') for the first time. The Nursery will also incorporate our well-established provision for 3-4 year olds ('Nursery 2'), where staff are committed to delivering an engaging and effective educational experience allowing pupils to reach their full potential. A broad curriculum, including Music, Dance, Physical Education and Forest School brings out the gifts and talents in all pupils.

The Nursery provides care and education for approximately 60 children and operates from Monday to Friday 8.00am to 6.00pm all year round. An extended day from 7.30am to 6.30pm will be offered subject to availability. Parents will be expected to commit to a minimum number of half-day sessions (4 sessions in Nursery 1; 6 sessions in Nursery 2).

Through the dedication of qualified, experienced and nurturing staff, the Nursery will embody the New Hall ethos, providing a holistic education based on Gospel values of care, trust and respect.



## 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 School Administrator (Nursery) are from 8.00am-5.00pm, with a 1 hour unpaid meal break, Monday to Friday, during term time plus 4 weeks. All staff are required to attend relevant INSET (staff training) days.

## 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"

## Staff Facilities



Staff Room



Denford Bar & Lounge (staff and Sixth Form use)





## Job Description

The School Administrator (Nursery) reports to the Nursery Manager and is responsible for the efficient running of the Nursery Office and supporting marketing (Nursery) and events (Nursery and Preparatory Divisions). S/he will work alongside the School Administrator (Preparatory Divisions) and School Secretary.

The School Administrator (Nursery) is required to observe strict confidentiality in the handling of information, which includes material of a sensitive and personal nature. Loyalty to the School and support of the Catholic ethos is expected at all times.

### Key Responsibilities:

#### 1. *Reception Duties*

- 1.1 To sensitively and effectively respond to all enquiries from parents
- 1.2 To receive and escort visitors, ensuring they are signed in and wearing the correct visitor badge
- 1.3 To answer the telephone and respond effectively to all enquiries
- 1.4 To efficiently manage lost property
- 1.5 To log work requests on Every Education Management system

#### 2. *Marketing*

- 2.1 To liaise with the Nursery Manager and Communications Department to co-ordinate the weekly newsletter
- 2.2 To take photographs at in-house events for the newsletter
- 2.3 To upload pictures onto the Nursery social media accounts (Instagram and Twitter) on a daily basis
- 2.4 To arrange professional photographs of productions; collate parental DVD order forms and distribute DVD's
- 2.5 To provide administrative support for marketing activities within the Nursery

#### 3. *Events*

- 3.1 To assist the Events Officer with the organisation of all Nursery and Preparatory Divisions events, e.g. Prize Giving ceremonies, Easter and Christmas productions, Spring Fun Day, Parents' Evenings etc.
- 3.2 To welcome and register visitors to the School on Open Mornings and at Prize Giving events

#### 4. *Educational Visits*

- 4.1 To liaise with Nursery staff and co-ordinate educational visits and workshops across the School year to ensure a well-balanced programme and to avoid any clashes
- 4.2 To accurately price all trips and to ensure relevant staff and parents are informed
- 4.3 To book venues, coaches and catering for all trips and workshops within the School
- 4.4 To ensure that parents are informed of all visits, permission is received via ParentMail and all required documentation is received

#### 5. *Ordering*

- 5.1 To liaise with the Nursery Manager and Finance Department with regards to orders, invoices, and budget enquiries from the Nursery
- 5.2 To place Nursery orders promptly
- 5.3 To order and maintain supplies of office stationery



- 5.4 To receive all Nursery deliveries, ensure they are checked and goods distributed correctly
6. *Correspondence*
- 6.1 To open mail addressed to the Nursery and redistribute promptly as required
  - 6.2 To ensure that all correspondence, including email, is responded to promptly, accurately and efficiently
  - 6.3 To draft correspondence to parents, for approval, send it out via ParentMail and collate responses
  - 6.4 To co-ordinate forms and payments on ParentMail
  - 6.5 In the absence of the Administrator (Preparatory Divisions) and School Secretary, to send correspondence for Preparatory Divisions via ParentMail
  - 6.6 To acknowledge absence requests received via email and telephone and inform the relevant staff
  - 6.7 To liaise with the School Secretary regarding the Free Early Education Entitlement forms once a term
7. *Courses*
- 7.1 To book all staff courses, once approved by a member of SLT, and forward confirmation and any other relevant information to the staff member
  - 7.2 To maintain the 'Course Bookings' file
8. *Programmes/Booklets*
- 8.1 To be responsible for producing and updating programmes/booklets for School events, including:
    - (i) Nursery Celebration of Achievement
    - (ii) Nursery Christmas Production
    - (iii) Nursery Easter Production
    - (iv) Nursery Code of Conduct
    - (v) Nursery Parent Handbook
9. *Meetings*
- 9.1 To contribute to Events Meetings as scheduled by the Events Officer
  - 9.2 To contribute to Termly calendar meetings and keep the whole school calendar up to date with Nursery Divisions functions, meetings, educational visits etc.
  - 9.3 To take minutes of room meetings and Supervision meetings, as and when required
  - 9.4 To circulate the agenda, take the minutes and distribute minutes for the monthly Nursery staff meetings
10. *Billing (3 times per year)*
- 10.1 To check which payments have been made through ParentMail
  - 10.2 To collate a spreadsheet of all outstanding Nursery billing costs (educational visits etc.) to be invoiced to parents
  - 10.3 To liaise with the Finance Department regarding billing
11. *General*
- 11.1 To record the daily AM and PM registers for each class on iSAMs
  - 11.2 To update and accurately maintain data on iSAMs, Firefly, SOCs, DART and other school databases and online filing systems as required
  - 11.3 To provide administrative support including to photocopy and scan documents, frank post, collect Nursery post from the Senior School staffroom

11.4 To assist the School Administrator (Preparatory Divisions) and School Secretary, as required

All staff are required to undertake whatever else may reasonably be requested by the Principal in support of the Aims of the School. Job Descriptions are subject to annual review.

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

New Hall is committed to increasing representation of Black, Asian and Minority Ethnic backgrounds among staff across all roles and at all levels, to reflect our diverse student population. The School's Equal Opportunities Policy is available on the School's website.



## Person Specification

This post would suit particularly a candidate seeking career development and opportunities to develop leadership and management skills, 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>	A minimum of 4 GCSEs including Mathematics and English	Administrative Qualification
<b>Experience</b>	Experience as a secretary/administrator	Experience of a Nursery/School environment
<b>Skills and Aptitudes</b>	<p>Excellent communication, IT, organisational and management skills</p> <p>Advanced Microsoft Word skills including mail merge</p> <p>Advanced Microsoft Excel skills including formulas and pivot tables</p> <p>Excellent attention to detail</p> <p>Professional telephone manner</p> <p>Discretion and sensitivity</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 boarding school life</p> <p>Common sense and initiative</p> <p>Ability to relate effectively to students</p> <p>Ability to motivate others and build teams</p> <p>Flexibility to adjust to change and development</p>	

## **Salary & Benefits**

### **Salary**

The salary range for this post is currently between £17,447 per annum and £21,027 per annum depending on qualifications and experience. This range is between points NHC18 and NHC24 on the New Hall Pay Scale C (full time equivalent salary range £19,575 per annum to £23,794 per annum. There are also generous benefits; current benefits are detailed below.

### **Holidays**

The School Administrator (Nursery) will be entitled to take as holiday all published school holidays, as published in the School Calendar, except for Open Days any relevant INSET days.

### **Bank Holidays and Saturdays**

The School Administrator (Nursery) may 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. Payment will be made for working on these day subject to submission of an authorised timesheet.

### **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 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.

Early applications are encouraged and interviews may take place on a rolling basis.

**Closing Date for applications is: Midday, 7 October 2020**

**Interview Date: Week commencing 12 October 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.

