

Founded 1642



New Hall School

The Best Start in Life



Appointment of Porter/Cleaner

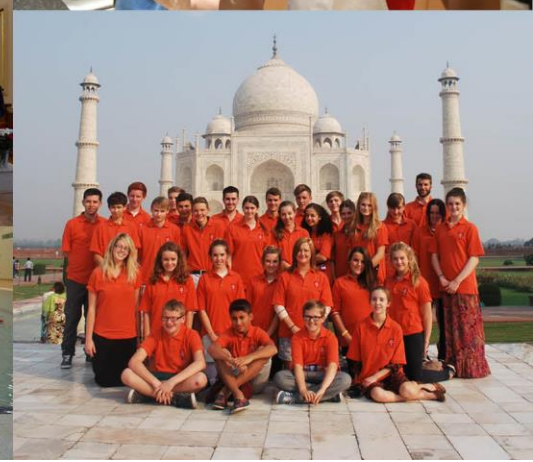
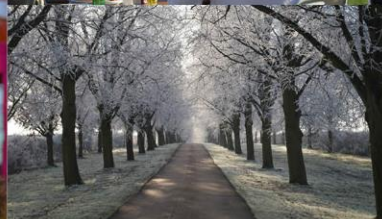
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New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

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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 and new PE changing rooms; new recreational and hospitality facilities, and additional staff accommodation. Expansion of the Preparatory Divisions to 3-form entry is currently underway.

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)
- 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).

The Domestic Department

The Domestic Facilities Department is responsible for the cleanliness and presentation of the whole school. Catherine Meekcoms, the Domestic Facilities Manager manages the team with Janet Bevans, Assistant Domestic Facilities Manager.

We have 35 members of the domestic team, many of whom have been here a long time. The team includes Porters, general Domestic Staff and Senior Housekeepers. We encourage continuing professional development and we are proud to say that we have supported and mentored staff to take on additional responsibilities, including promotion. Our working environment is varied from the Preparatory school to the Chapel, Sixth Form Block, Classrooms, Theatres, Sports Centre and offices. The many and varied activities throughout the school makes our days ever changing and interesting



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 which is rewarded by beautiful surroundings, a caring community, and complimentary restaurant quality lunch each day!

Hours

The normal working hours for the Porter/Cleaner are from 6.30am-2.30pm, with an hour unpaid meal break, Monday to Friday, all year. 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; 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

Responsible to:

The Domestic Facilities Manager

Duties and responsibilities:

To carry out any tasks required by the department to ensure the smooth running of the School.
To clean designated areas to the required standard.

To perform a combination of the following tasks in areas designated by the Domestic Facilities Manager:

1. Cleans toilet and washroom areas to a satisfactory standard.
2. Cleans classrooms, offices and corridors.
3. Vacuums carpeted areas. Sweeps and mops other hard surfaced areas.
4. Dusts and polishes as required.
5. Disposes of waste rubbish to main refuse area.
6. Distributes parcels from Reception and Finance Department to areas around the school.
7. Transports heavy packages between departments.
8. Moves furniture and equipment around the school and sets up furniture for events.
9. Helps with deliveries of housekeeping stores around the school.
10. Maintains floors using high speed floor machine or carpet cleaner during school holidays.
11. Helps with security as and when required.
12. General handyman maintenance works.
13. Work on other tasks as directed by the Domestic Facilities Manager

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.

This document summarises the main responsibilities of the post. 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.

Person Specification

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, for example, as expressed in the Mission & Ethos Statement of the school.

	Essential	Desirable
Experience		Experience of domestic work (full training will be provided)
Skills and Aptitudes	<p>Excellent communication, organisational and management skills</p> <p>The ability to work independently and efficiently</p>	
Disposition and personal qualities	<p>An 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 for this post is £18,416.13 on the New Hall Pay Scale C, (full time equivalent £21,047pa at September 2019 rates) depending on qualifications and experience, together with the generous benefits detailed below.

Holidays

Staff are entitled to 22 days holiday excluding bank 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. The post holder may be required to work on these two days due to lettings. If the post holder is required to work, two alternative days in lieu will be offered. All holiday is subject to the approval of the departmental manager.

Bank Holidays and Saturdays

The post holder 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. Time off in lieu will be awarded for working on these days.

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.

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. 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, 19 August 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.

