

Founded 1642



New Hall School
The Best Start in Life



Appointment of Health & Safety Co-ordinator (Part Time)

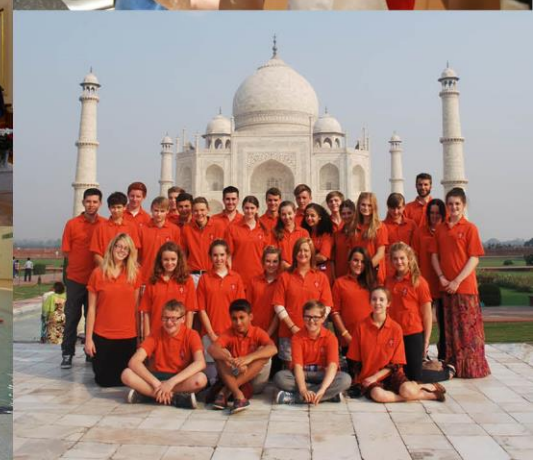
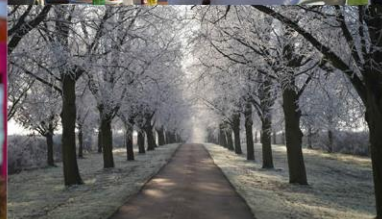
newhallschool.co.uk

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 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 2023.

At New Hall, we operate the highly successful 'diamond model' structure, i.e. co-education in the 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 for a new Science Centre.

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 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 Section 48 Diocesan RE inspection (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: Effectiveness of leadership and management

1. Personal development, behaviour and welfare of pupils
 2. Early years provision
- and 'Good' overall, in the Ofsted inspection (2018).

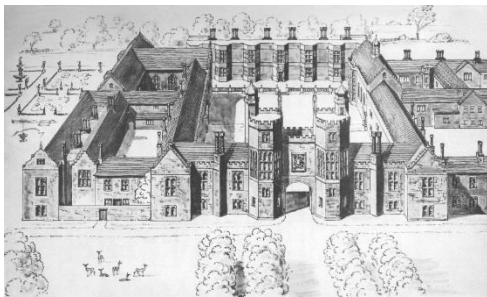


Independent
School of the
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The New Hall Estate

Approached from a mile-long tree-lined avenue, the main building occupies the magnificent former Tudor palace of Beaulieu. The main building is Grade I listed and the grounds and avenue of trees are also a listed historic park and garden. New Hall School Trust has a commitment to maintain and enhance the heritage buildings and setting of New Hall, not just for the students but for the wider community and public interest. New Hall is ranked by English Heritage in the top 2% of heritage buildings in the country.

In 1517, the estate was acquired by King Henry VIII, from Sir Thomas Boleyn, father of Anne Boleyn. Henry VIII greatly enlarged and enhanced the building and called it Beaulieu. The Royal Arms of Henry VIII are now to be seen in the school Chapel. For many years the home of Mary Tudor, New Hall was subsequently granted to the Earl of Sussex by Queen Elizabeth I. Oliver Cromwell later procured the estate for 5 shillings.



A view from the front of the Palace of Beaulieu, commonly called New Hall in Essex, built by King Henry VIII. The northern side of the quad (opposite the towers) survives as New Hall's main building.

On 16-18 February 2009, Channel 4's *Time Team* came to New Hall to film for a special feature length documentary called *Henry VIII's Lost Palaces*.

The Preparatory School was founded in 1947 at Goodings, near Newbury, with just 14 pupils. The school thrived under the leadership of Sister Magdalen John Earle CRSS as Headmistress. When the roll reached 100 pupils, the school had to be relocated in 1953 to a bigger campus, at Denford Park, Hungerford. All the time there was a Religious Community living at the school. Sr Pauline CRSS, a current member of the Religious Community, was a pupil at Denford Park. The school remained at Denford until 1967, at which time there were 150 pupils, including many boarders and some boys as well as girls.

In 1967, the Preparatory School at Denford Park was closed and all resources were put into the development of New Hall Senior School. As a result, from being a boarding school of around 140 in the 1960s, New Hall became by the 1980s a large boarding and day Senior School for over 500 girls. In 1994, the Preparatory School was re-established on the campus at New Hall. Opening with 40 pupils, the school grew rapidly over the following years. In 2003, the Preparatory School welcomed its first boarders and now offers boarding for boys in Years 3-6 in Earle House and for girls in Years 3-6 in Hawley House. By 2009, the Preparatory School roll had reached 352. A new Pre-Reception for pupils aged 3-4 opened in 2004.

New Hall School Today

The first lay Principal of New Hall School, Katherine Jeffrey, was appointed in 2001. In 2005, New Hall School Trust (NHST) was established as a new registered charity (1110286) and limited company (05472420), registered in England at New Hall School. The principal objective of NHST, as set out in the Memorandum & Articles, is "to advance the Roman Catholic religion by the conduct of a Roman Catholic school". The Religious Community now have a new main house in Colchester: 74 Howe Close, Colchester, Essex CO4 3XD Tel: 01206 867 296.

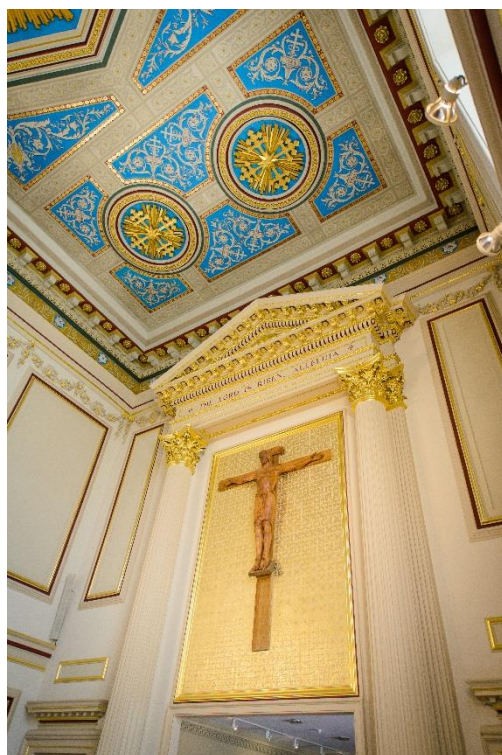
In April 2005, the announcement was made that the Senior School would be embarking on a period of further expansion, to create a distinctive 'diamond model' school, with co-education in the Preparatory School, a separate Girls' Division (11-16) and Boys' Division (11-16) and a co-educational Sixth Form. The Senior School now accepts boys and girls throughout the 3-18 age range and there are 3 boys' boarding houses fully established, in addition to the 3 girls' boarding houses. The whole school roll now stands at its greatest ever, with over 1,200 students.

From 2 September 2013, New Hall School launched the New Hall Multi-Academy Trust (NHMAT) and became the sponsor of a primary academy, Messing Primary School, near Colchester. A special partnership has existed between the two schools since early in 2012, when New Hall became the first independent school nationally to agree to sponsor a maintained primary school. The schools work closely together to enhance opportunities for students and staff, to share resources and ideas and to assist each other with achieving the goals in the school development plans.

New Hall now employ over 400 staff, approximately 40 of whom help to maintain the estate, including over 20 domestic staff, 8 tradesman, 6 gardeners, 4 security guards.



We have developed first class sporting facilities, including: national standard athletics track and floodlit Astroturf hockey pitch; extensive playing fields; 25m 6-lane indoor pool; 10 floodlit netball/tennis courts; sports hall with cricket nets; purpose built fitness suite; outdoor cricket nets.





From 6.30pm on weekday evenings, some facilities are available for let by external organisations. We currently have regular agreements with Chelmsford Swimming Club, Chelmsford & Writtle Hockey Clubs, Chelmsford Netball Club and Essex County Cricket Club. At weekends, the facilities are let externally when not required by the school for fixtures or events. Private membership of the swimming pool is also available to current parents, students & staff and their families.



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, such as the complimentary, restaurant-quality lunch each day!

Hours

The working hours for this role are 50%fte (20 hours per week) to be agreed, with an hour unpaid meal break as appropriate. 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 Estates Manager and Health & Safety Officer

Main Duties and Responsibilities:

To assist with the management of the Health and Safety policy and wider compliance issues in order to meet the regulatory requirements of the Health and Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 as well as other UK Health and Safety legislation. To ensure compliance with all relevant education legislation including the Education (Independent Schools Standards) (England) Regulations 2014, the Boarding Schools National Minimum Standards (2016) and the current Statutory Framework for the Early Years Foundation Stage; to provide guidance on school-wide implementation of Health and Safety measures; to ensure compliance with Health and Safety legislation and best practice; to provide competent guidance and practical assistance to Heads of Department and staff on Health and Safety and related issues.

Key Responsibilities

1. To review and continue to develop the school's Health and Safety and compliance framework through management of the school's Health and Safety and Fire Policies and assisting with individual departmental and related policies, checklists and risk assessments, all of which will be reviewed annually
2. To advise management of the impact of current and emerging legislation relating to all aspects of Health and Safety including Boarding Standards, Fire, Transport, Minibus driving, COSHH, Manual Handling, Working at Height, Asbestos, PPE and CDM (construction, design and management)
3. To ensure Health and Safety performance is maintained as a minimum and improved where possible by developing and applying appropriate techniques including audits, inspections and reviewing of the school management system.
4. To actively to promote Health and Safety awareness throughout the school by engaging staff at all levels
5. To provide termly and Annual Reports on Fire, Health and Safety to the Estate Manager and Health & Safety Officer
6. To ensure all aspects of the Health & Safety Policy are implemented and monitored
7. To attend relevant Health and Safety training
8. To attend staff meetings, as requested by the Estate Manager and Health & Safety Officer, to raise or discuss any Health and Safety issues

General

1. To support the whole school in improving Health and Safety performance and to provide timely responses to Health and Safety enquiries
2. To ensure Health and Safety risks are identified and controlled, ensuring appropriate consultation with those involved/affected
3. To support department heads in compiling Risk Assessments and to and carry out inspections as required
4. To liaise with external agencies (for example: HSE; Fire Authorities; Local Authority and consultants)
5. To attend the termly Health & Safety Committee meetings
6. To arrange external Health & Safety support as required

Accidents & Incidents

1. To review and monitor the school's accident and incident reporting and investigation policy and procedures and to produce suitable written reports for the Estate Manager and Health and Safety Officer
2. To maintain the school's central accident and incident records
3. To fulfil the requirements of reporting accidents and diseases to the HSE through the RIDDOR
4. To ensure that all emergency services are directed to the correct location, with the help of the Security team

Administration

1. To prepare for Independent Schools Inspectorate inspections by maintaining of relevant information and compiling reports for as required by: the Education (Independent School Standards) (England) Regulations 2010 (as amended); National Minimum Standards for Boarding Schools (2016); the current Statutory Framework for the Early Years Foundation Stage
2. To maintain the school's Health and Safety and Fire Policies and monitor compliance
3. To be responsible for all records of Health and Safety testing (e.g. fire alarms, emergency lighting, PAT testing etc)
4. To provide reports as required in relation to the activities of the Health & Safety Committee
5. To maintain a central file of Codes of Practice

Fire Safety

1. To ensure compliance with the Fire Regulatory Reform (Fire Safety) Order 2005 as amended and guidance documents relating to this
2. To ensure all aspects of the Fire Safety Policy are implemented and monitored
3. To be responsible for the installation and maintenance of equipment for protection and escape from fire
4. To establish a liaison with the local Fire Service, ensuring that they are fully conversant with the layout of the buildings, the fire hydrants and other related equipment
5. To liaise with the external fire consultant who will undertake the annual Fire Risk Assessments
6. To develop and maintain Fire Marshal training and fire evacuation procedures and liaise with the Estate Manager and Health & Safety Officer to carry out a termly programme of practised fire evacuations
7. To provide competent fire safety advice, guidance and appropriate support to staff and students
8. To oversee the installation and maintenance of all fire protection equipment and systems ensuring risk assessments are carried out and appropriate safety procedures are drawn up and enforced, in liaison with the Estate Manager and Health & Safety Officer.
9. To ensure that inspection, testing and maintenance of fire-fighting equipment is carried out in conjunction with the Estate Manager and that suitable records are kept and maintained
10. To develop and implement, in conjunction with the Estate Manager and other personnel, suitable building evacuation procedures
11. Ensure that fire drills are undertaken in accordance with the school's policy and that the appropriate records are kept
12. To ensure all fire and related equipment is fully functional and serviced
13. To record routine testing of the fire alarm system and to keep a weekly record of the results of the test

Premises

1. To ensure that agreed safety procedures are carried out to maintain a safe environment for staff, students and visitors
2. To ensure premises defects (which affect Health and Safety) and other Health and Safety matters are dealt with or, if this is not possible, ensure they are raised with the Estate Manager and Health & Safety Officer
3. To assist the Estate Manager in the provision of regular Risk Analysis and with regard to all other Health and Safety matters in all departments and locations
4. To be pro-active in the addressing of points raised as a result of any Health & Safety Audits or Fire Risk Assessments carried out at the school
5. To be responsible for the completion of termly site checks
6. To liaise with the school caterers to ensure catering areas meet requirements for Health and Safety, food Safety and hygiene (HACCP)
7. To monitor standards and ensure compliance by contractors in any areas where contracted labour is employed (including DBS) in particular in respect of the catering and cleaning contracts, building services' contracts and the sports facilities
8. To ensure contractors are aware of any special risks to students which might arise out of their work
9. To oversee Health and Safety arrangements for events and lettings in conjunction with the Domestic Facilities Manager, Events Officer and other staff members.

Training

1. To carry out appropriate Health & Safety inductions for all new members of staff and to ensure all reasonable steps are taken to inform contractors of risks to their employees arising out of, or in connection with, the operation of the school
2. To manage First Aider requirements including organising training through the Estate & Health & Safety Administrator
3. To manage DSE requirements for staff
4. To identify Health and Safety training needs, including for new employees, and deliver appropriate training including school induction
5. To ensure, through regular visits to departments, that all staff are aware of the responsibility placed on them under the Health & Safety at Work etc Act (1974)

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

This post would particularly suit 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, for example, as expressed in the Mission & Ethos Statement of the school.

	Essential	Desirable
Education	IOSH and/or NEBOSH certificate Full Driving Licence	IOSH and/ or NEBOSH diploma NEBOSH Fire Certificate or equivalent level fire safety qualification
Experience	Experience in relevant discipline Significant management experience in Health & Safety Strong project management and organisational skills Proven experience of contract management Significant experience of managing staff	Demonstrable H&S experience within the education sector
Skills and Aptitudes	Excellent communication, IT, organisational and management skills Excellent IT skills	
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children Willingness to participate enthusiastically in aspects of boarding school life Common sense and initiative	

	<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>	
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Salary & Benefits

Salary

The salary range for this post is currently between £16,333.50pa and £18,111.50pa depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC34 and NHC38 on the New Hall Pay Scale C (full time equivalent salary range £32,667pa to £36,223pa).

Holidays

Staff are entitled to 22 days holiday excluding bank holidays, this is pro rata for part time staff. 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. All holiday is subject to the approval of the departmental manager.

Bank Holidays and Saturdays

The Health & Safety Co-ordinator 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. There are generous INSET and Continuing Professional Development (CPD) budgets

Meals

Staff are provided with complimentary lunch and break time refreshments during term time.

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 should be sent, via email, to hr@newhallschool.co.uk, along with a letter of application addressed to Mrs Katherine Jeffrey, Principal, and should be sent to:

Email: hr@newhallschool.co.uk

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, 6 March 2020

Interview Date: TBC

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 467588 should you have any queries.

