

Founded 1642



New Hall School

The Best Start in Life



Appointment of School Administrator (SLT)

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



Founded 1642



New Hall School

Catholic independent HMC boarding & day school (1-18) for 1,250 students
Co-ed Nursery (1-3), Pre-Prep Division (4-7) & Preparatory Division (7-11)
Girls' Division (11-16) • Boys' Division (11-16) • Co-ed Sixth Form (16-18)
The Avenue, Boreham, Chelmsford, CM3 3HS

The School requires, as soon as possible a

School Administrator (SLT)

(All year round post)

The School Administrator (SLT) works alongside the Executive Assistant and reports to the Principal. The main responsibility of the School Administrator (SLT) is to be the lead administrator for the recruitment process for teaching and support staff.

The salary range for this post is between £23,040pa and £28,115pa (full time) depending on qualifications and experience.



Closing Date: Midday, 25 January 2021
Early applications are encouraged
Interviews will take place on a rolling basis



Excellent benefits & training • superb working environment • London Stratford 20 mins by train

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

JOB ID: NH0186

For further details & an application form please visit our website: www.newhallschool.co.uk/job-opportunities

Alternatively, please contact a member of the HR Department on 01245 467 588

New Hall is committed to safeguarding pupils. There will be an enhanced DBS check prior to appointment.

New Hall School Trust: Registered Office at New Hall School • Limited Company (05472420) • Registered Charity (1110286) • Registered in England

DIOCESE OF BRENTWOOD



Over the years, Catholic schools have made a significant contribution not just to the life of the Catholic Church, but also to the life of the nation as a whole. Catholic schools are places of great ethnic richness, they are characterised by tolerance, respect, a genuine spirit of enquiry and the search for truth. The education and formation that takes place in our Catholic schools is part of our contribution to the *Common Good* of society as a whole. Perhaps for these reasons and for the way children are cared for and valued, so many parents choose to send their children to a Catholic school.

Education is one of the most powerful weapons in combating poverty and in helping children to reach their full potential as human beings. So Catholic education is part of the Church's effort to realise Christ's desire for us all that we might "*have life, and have it to the full.*" (John 10:9). This is achieved not just in the teaching of RE, but by a whole system of gospel-based values encompassing the way everyone relates to each other in all that we do and in extracurricular activities, in other words by the whole Catholic ethos of the school. Here we find a genuine means of exposing young people to the Gospel of Jesus Christ, and of helping them to respond to Christ's invitation to "follow me".

I am particularly grateful for those who participate in Catholic education and who craft this great treasure. Parents who choose a Catholic school and often go the extra mile to contribute to its life and help in practical ways with the running of a school. Over the years our forefathers fought hard to establish and maintain Catholic Education in these lands. Now it is our turn to work together to ensure that Catholic Education is maintained, supported and enabled to grow and develop for the future generations of children across the Diocese of Brentwood.

+ Alan Williams, sm

Rt Rev Alan Williams, sm
Bishop of Brentwood

DIOCESE OF BRENTWOOD



I am delighted to be able to encourage you to apply to your local Catholic independent school – New Hall School, Chelmsford. Our Catholic schools foster values of honesty, respect and tolerance and encourage an atmosphere of high expectation conducive to hard work. At the same time, our schools are places where you will see Christ at the centre of the enterprise with a Catholic ethos that is palpable. Our teachers and support staff strive to enable all pupils to fulfil their potential, explore their individual talents and learn to appreciate, nurture and protect the world in which we live.

Learning opportunities are challenging and stimulating, both within the classroom and through a wide range of activities out of it. Each child is supported to grow in confidence and develop attitudes and skills to enable them to make a significant contribution to wider society. The education of the whole child is a fundamental principle that underpins the approach taken in our Catholic schools.

Making the decision about which school a parent sends their child to is an extremely important one and as a teacher I hope the information that you have received enables you to make an informed choice that is right for you. I encourage you to visit your local Catholic school when you have the opportunity to do so, in order to feel the sense of warmth, commitment and excellence provided to our young people.

Our Catholic schools look forward to working with parents as they are the child's first, best and most important educator. Schools recognise that developing this partnership with parents is crucial because with mutual understanding and shared responsibility towards achieving the best educational outcomes for children we are more likely to succeed.

A handwritten signature in blue ink, appearing to read 'Robert Simpson', is centered below the text.

Robert Simpson
Director of Education, Diocese of Brentwood

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 SDP in recent years include: the New Hall Nursery; investment in digital technologies; outdoors 'Forest School' provision; the New Hall Farm; a second floodlit all-weather hockey pitch; a floodlit 3G pitch; PE changing rooms; 12 golf nets and launch monitor; recreational and hospitality facilities, including the Denford Bar & Lounge for Sixth Form students and staff; additional staff accommodation; newly refurbished staff rooms; 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).

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 support 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.

Given the seniority of the post 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"

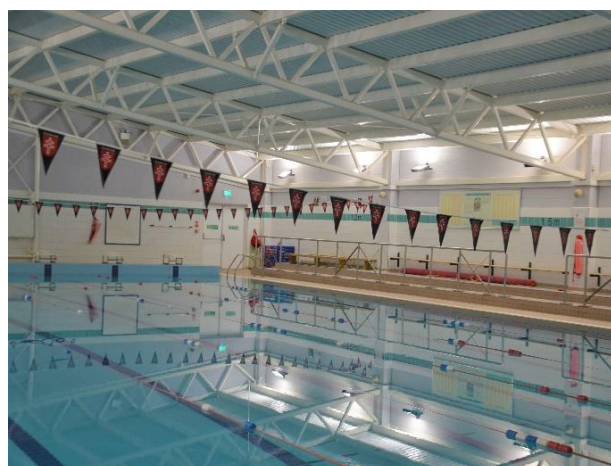
Staff Facilities



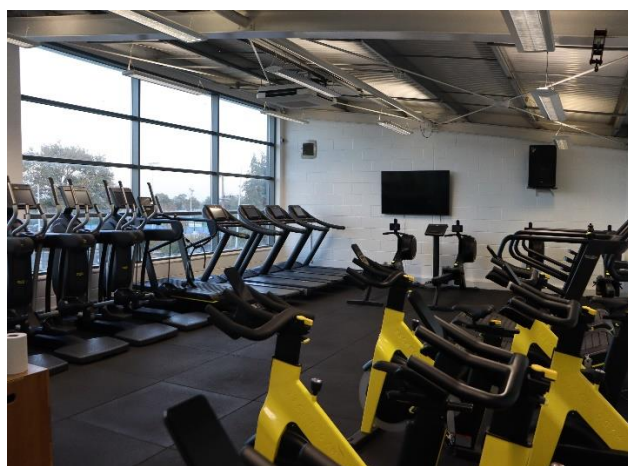
Staff Room



Denford Bar & Lounge (Staff & Sixth Form use)



Swimming Pool



Fitness Suite

Job Description

The School Administrator (SLT) works alongside the Executive Assistant and reports to the Principal. The main responsibility of the School Administrator (SLT) is to be the lead administrator for the recruitment process for teaching and support staff. This work is supported by the HR Department, which includes an HR Officer and HR Administrator, with access to the School's external professional advisors.

Key responsibilities:

1. Recruitment

- 1.1 To oversee all aspects of the recruitment process, working closely with the HR Department and SLT
- 1.2 To prepare advertisements and job details for staff vacancies
- 1.3 To upload advertisements on the School website
- 1.4 To request and review references
- 1.5 To oversee the interview day programme, including hospitality
- 1.6 To ensure that all paperwork is complete and returned for all pre-employment checks (including signed interview notes), that files are complete, and that all legal checks are satisfactorily completed, prior to commencement of employment
- 1.7 To undertake Safer Recruitment training and be a member of interview panels, as required

2. Induction

- 2.1 To assist with the new staff induction process prior to the commencement of employment, ensuring new staff are invited to an induction day, as appropriate
- 2.2 To liaise with line managers regarding new staff

3. Staff Database/Central Register

- 3.1 To ensure information for new staff is accurately completed
- 3.2 To scan all new starter files onto system and relevant information on to staff records
- 3.3 To ensure all DBS checks are completed in a timely manner for incoming staff and that certificates are received in advance of employment commencing
- 3.4 To ensure all Barred List checks are completed and recorded for all staff prior to start dates

4. SLT Diary Management

- 4.1 To organise and manage appointments in SLT diaries, as appropriate, and to look ahead so that information for forthcoming events is prepared in good time
- 4.2 To help organise daily paperwork for the Principal and Deputy Principal
- 4.3 To deal with telephone and direct enquiries to the Principal and Deputy Principal. To take messages for them if they are unavailable, using discretion when putting enquiries through. To resolve or to refer on those enquiries that do not have to be dealt with by SLT.

5. Correspondence

- 5.1 To open all mail addressed to the Principal and Deputy Principal each day and redistribute promptly any that does not require their personal attention
- 5.2 To draft and type appropriate letters and emails on behalf of the Principal and Deputy Principal and to ensure that staff have copies of relevant correspondence
- 5.3 To ensure that correspondence and emails are responded to promptly and efficiently.

6. General

- 6.1 To take minutes at the weekly HR Committee meetings, as required

- 6.2 To ensure confidentiality of information, including the safeguarding of information about current, past and prospective employees; to ensure the privacy and confidentiality of personnel information, subject to any legal rights of employees in respect of information relating to them
- 6.3 To abide by the Codes of Practice set by The Chartered Institute of Personnel and Development
- 6.4 To keep up-to-date with developments in employment legislation and human resource best practice

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. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

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. Applications from practising Catholics are particularly welcome. The School's Equal Opportunities Policy is available on the School's website.

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
Education	Educated to degree level	Level 3 CIPD qualification or equivalent
Experience	Successful track record in a client facing role At least two years' experience working in an administrative role	Experience working in HR Experience of working in a school environment
Skills and Aptitudes	Excellent spoken English Exceptional writing, proof reading and editing skills, including the ability to tailor content and format to different stakeholder needs Excellent IT skills To have strong organisational skills and the ability to prioritise effectively Ability to prioritise a busy workload to meet demanding deadlines Accurate and thorough approach To have experience and understanding of health & safety issues (training will be provided, as required)	HR system skills Knowledge of PS People
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children To have integrity and to give clear and consistent witness to the values embedded in the School's Catholic ethos Discretion and sensitivity including an understanding of professional confidentiality and GDPR requirements Approachable and confident demeanour	

<p>Common sense and initiative</p> <p>To have a kind and calm disposition</p> <p>Positive and proactive approach with the confidence to support new initiatives</p> <p>Ability to relate effectively to students</p> <p>Flexibility to adjust to change and development and willingness to adapt working hours according to School needs</p> <p>To have a good-humoured approach to teamwork</p> <p>To be able to think independently and express views confidently and constructively</p> <p>Ability to work as part of a team, building strong working relationships with all colleagues</p>	
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Salary & Benefits

The salary range for this post is currently between £23,040pa and £28,115pa (full time) depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC23 and NHC29 on the New Hall Pay Scale C.

Holidays

For a full time role, 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. All holiday is subject to the approval of the departmental manager.

Bank Holidays and Saturdays

The School Administrator (SLT) 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

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and 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

As an employee, you are able to make use of a discounted annual membership rate for the New Hall Sports Club, with effect from your start date. The staff rate is currently £20pa and £5pa for additional family members. Membership includes Club time use of:

- 25-metre, 6 lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays

Technology

The School Administrator (SLT) will receive a New Hall laptop and mobile telephone.

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.

Closing Date for applications is: Midday, 25 January 2021

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

If you would like to have a conversation with Mrs Jeffrey about the role in advance of applying, you are welcome to request this by email: k.jeffrey@newhallschool.co.uk. Mrs Jeffrey will also be able to provide you with a link to the September 2020 Open Day virtual tour, which lasts approximately 40 minutes.

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.

