Founded 1642

New Hall School

The Best Start in Life



Appointment of

Plumber

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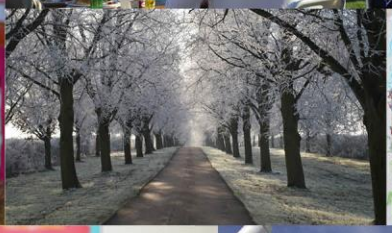
A Catholic foundation and ethos, welcoming all










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New Hall School
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New Hall School

New Hall School is a leading HMC and IAPS boarding and day school for boys and girls aged 3-18. Founded in 1642, New Hall School is one of the oldest Catholic schools and the largest Catholic boarding and 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 2020.

At New Hall we operate the highly successful 'diamond model' structure, i.e. co-education in the Preparatory Division (ages 3-11), single-sex education in the Boys' Division and Girls' 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 from age 11-16. The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which boys and girls learn.

The school is on the national shortlists for the TES Independent School Awards 2016 for Governing Body of the Year, Senior Leadership Team of the Year and Financial Initiative of the Year. New Hall was assessed as outstanding in its 2010 (ISI), 2013 (Diocesan) and 2014 (Boarding) inspections.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of two new junior boarding houses (ages 7-13) and a new Sixth Form Centre, in 2016-19 there will be significant investment in: digital technologies; sport; recreational facilities; 'Forest School' provision; staff accommodation; Chaplaincy; a new Pre-Prep Division building (opening in 2018); expansion of the Preparatory Division to 3-form entry; and planning for a new STEM Centre.

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

At New Hall, the ethos is inspired by the founding Religious Community, the Canonesses of the Order of the Holy Sepulchre. The school welcomes all who support its ethos.

New Hall's Mission and Ethos

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

tes
Independent School of the Year
2016

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. Before students arrive, the academic year begins with a pre-term staff and family barbecue

As a boarding school, we are 'home' to many students and staff. There are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment, in beautiful surroundings.

Staff tell us they greatly value the additional benefits provided, such as the use of the sports facilities – and the complimentary restaurant-quality lunch each day!

Hours

Working hours will be 8.00am to 5.00pm, Monday to Friday, all year round. All staff are also required to attend relevant INSET (staff training) days which may take place outside of normal working hours.

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

The Plumber works as part of a small team of Estate staff involved in the maintenance and development of the school site, including its residential properties. The Estate team are expected to work flexibly, covering for other members of the team in their absence and undertaking reasonable duties as directed

Key responsibilities:

1. To carry out preventative maintenance and general plumbing duties
2. To ensure all requirements, as specified by the manufacturer of systems and fixtures, are met
3. To undertake servicing and repair of equipment to comply with Health and Safety regulations and to ensure all equipment is correctly maintained and fit for purpose
4. To carry out:
   - 4.1 Minor installation work to hot & cold water services
   - 4.2 Minor installation work to heating systems
   - 4.3 Minor installation work to waste systems including solid waste
5. To be flexible with helping other departments around the school
6. To actively promote safe working practices
7. To work and coordinate with external contractors as required
8. To respond to emergencies around the school as a member of the Estate team
9. To adhere to School rules / Health & Safety / Environmental Standards & Practices
10. To attend training and continuous development opportunities as required
11. To be a member of the on call rota
12. To drive the school vehicles safely and responsibly when required (if appropriately licensed)
13. To support other teams in relevant tasks and carry out any other reasonable work as and when necessary, or as requested by the Estate Manager or Deputy Estate Manager
14. To contribute to the school objectives and values

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.

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, for example, in the Mission Statement of the school

	Essential	Desirable
Education	A recognised plumbing qualification, ie. City & Guilds	
Experience	Practical experience of maintenance of domestic water systems and associated equipment	An understanding of domestic heating systems
Skills and Aptitudes	Ability to diagnose faults and report findings accurately Excellent communication, organisational and time-management skills Full driving licence	Good level of IT skills
Disposition and personal qualities	Self-motivated and able to work with minimum supervision Common sense and initiative Ability to motivate others and be part of a team Flexibility to adjust to change and development	

Salary & Benefits

Salary
The salary range for this post is currently between £23,794 per annum and £29,056 per annum depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC24 and NHC30 on the New Hall Pay Scale C.

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.

Bank Holidays and Saturdays
The Plumber 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. A day 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 lunch and break time refreshments during term time.

Sports Membership
Staff are entitled to free membership of the school fitness suite which comprises a large 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.

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, 26 February 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 should you have any queries.

