

Founded 1642



New Hall School

The Best Start in Life



Appointment of

School Administrator

Closing date: Midday, Wednesday 10 August 2022

Start date negotiable

Job Description

Key responsibilities:

1. Administration and Secretarial responsibilities for Vice Principals and Senior Division Academic Staff

- 1.1 to provide administrative support for academic staff
- 1.2 to take responsibility for the administration of the School's communication system 'ParentMail' - to send emails, forms and payment requests to current parents
- 1.3 to collate ParentMail responses and chase payments
- 1.4 to update and send Starter Pack information to new joiners
- 1.5 to carry out rollover of data and set up classes and sets on ParentMail
- 1.6 to assist the Director of Studies with Oxbridge administration
- 1.7 to maintain the Learning & Teaching spreadsheet and add teaching observations through the year
- 1.8 to take and distribute Department minutes
- 1.9 to save and file reports at the end of each term
- 1.10 to supply student reports
- 1.11 to update Firefly grade explanations and report cycles
- 1.12 to be responsible for updating booklets, such as: Parent and Student Handbooks, Boarding Handbook, Work Experience Booklets, Curriculum Firefly pages and Examination Preparation Booklets
- 1.13 to assist the VP (Curriculum, Growth & Innovation) on outreach and charity work
- 1.14 to order stationery for the Senior Division staff
- 1.15 to send out and collate the student lunch forms
- 1.16 to assist the VP (Boarding & Operations) with the organising of School photographs

2. Prize Giving & Certificate Assembly

- 2.1 to coordinate arrangements for Prize Givings
- 2.2 to collate nominations and prepare certificates for termly certificate assemblies
- 2.3 to produce the certificate assembly running order
- 2.4 to update all awards to iSAMS at the end of each term

3. Co-Curriculum

- 3.1 to provide administrative support across Senior Divisions to enable the effective and efficient coordination of New Hall's co-curricular programme
- 3.2 to produce the termly Co-Curricular Activities booklet for both the Senior Divisions
- 3.3 to monitor the attendance registers at co-curricular activities and to provide Heads of Division with attendance reports for a termly review of the co-curricular programme
- 3.4 to provide Class Teachers/Tutors/HoY/HoB with half-termly reports (exported from SOCS) on student co-curricular involvement/attendance
- 3.5 to assist with the production of the co-curricular reports at the end of term
- 3.6 to manage student co-curricular choices through SOCS for both Preparatory and Senior Divisions
- 3.7 to collate lists, merge certificates and arrange ties and badges for Colours (Preparatory & Senior) and to assist the other School Administrators to collate lists and merge certificates for Michaelmas, Lent and Trinity Term Certificate Assemblies, produce running orders and set up for the assembly
- 3.8 to provide administrative support for the New Hall Personal Development Award Scheme, including ordering of badges, filing of completed forms and maintaining an accurate record of those achieving each level of the Award each year

- 3.9 to maintain up-to-date registers of those attending after school study in the Senior Divisions
- 3.10 to assist Heads of Department with the administration of trips and to monitor the EVOLVE online trip management system

4. Careers (Years 7-11)

- 4.1 to assist with the production of the careers programme
- 4.2 to update the careers Firefly pages
- 4.3 to provide the administrative support for the School's Work Experience programme
- 4.4 to provide the administrative support for the Morrisby testing and interviews
- 4.5 to prepare any thank-you letters/cards for Careers events for signature by the Principal or Deputy Principal
- 4.6 to coordinate visits of guest speakers
- 4.7 to provide administrative careers support as part of the PSHEE provision for Years 7-11 in conjunction with the Heads of Year
- 4.8 to coordinate and provide the administrative support for the Fast Tomato programme for Year 9 in conjunction with the Heads of Year
- 4.9 to work with the Events Officer to organise the biennial careers convention

5. Events

- 5.1 to be present on Scholarship Evening, Open Days and Prize Giving events to welcome and register visitors to the School

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & 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 (DSL).

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.

Person Specification

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	<p>Maths and English GCSE or equivalent (B grade or above)</p> <p>Educated to A Level NVQ 2 or above in Business and Administration</p>	
Experience		<p>Experience as an administrator</p> <p>Experience working in a client/customer facing role</p> <p>Experience of working in a school</p>
Skills and Aptitudes	<p>Excellent communication, 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>Good numeracy skills</p> <p>Excellent attention to detail</p> <p>Professional telephone manner</p> <p>Discretion and sensitivity</p>	<p>Experience of iSAMS or other MIS</p> <p>Experience of data analysis</p> <p>Experience of data protection regulations</p> <p>Knowledge of Publisher and InDesign</p>
Disposition and personal qualities	<p>Ability to relate effectively to staff and students</p> <p>Common sense and initiative</p> <p>Ability to motivate others and build teams</p> <p>Flexibility to adjust to change and development</p>	<p>Willingness to participate enthusiastically in all aspects of boarding school life</p>

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy can be found on the website.

School Tour

Click [HERE](#) to view our Open Day virtual tour.

Salary

The salary range for this post is currently £19,241- £21,752pa. This range is between points NHC20 and NHC24 on the New Hall Pay Scale C (full time equivalent salary range £21,470- £24,272pa) at September 2022 rates.

Hours of Work

The working hours for this role are from 8.00am-5.30pm, with a one-hour unpaid meal break, Monday to Friday, during term time, plus 5 weeks (25 days) to be worked during the School holidays. All staff are required to attend INSET (staff training) days.

Holidays

The School Administrator will be entitled to take all holiday as published School holidays, as published in the School Calendar, except for five weeks (25 days) to be worked during the School holidays. This must include the first week and last two weeks of the summer break. All staff are required to attend INSET (staff training) days.

Bank Holidays and Saturdays

The School Administrator will be required to work on School Open Days. There will also be a requirement to attend meetings and events that occasionally take place during the evenings and weekends.

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 4%.

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.

Sport club membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. 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



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