Founded 1642

New Hall School

The Best Start in Life

Appointment of

Electrician

Application closing date: midday, 6 August 2025

Start date: August 2025 onwards

Welcome from Mrs Jeffrey, Principal

"Thank you for your interest in this opportunity at New Hall School. I joined the New Hall School community 22 years ago and, now that I am the longest serving Head of a school in HMC, I am often asked what has kept me here. It started with that first visit, in 2001, which blew me away. I remember meeting confident, characterful, good-humoured students, who made a lasting impression on me with their kindness and their evident pride in being part of the New Hall community. They spoke with passion about the work of the New Hall Voluntary Service (NHVS) as being central to School life. Their generosity of spirit and commitment to the care of those in need turned out to be a hallmark of a New Hall education. This is a place with a remarkable sense of community. At first, you will be attracted by the stunning heritage site, but, above all, it is the people who keep you here. I would not want to move anywhere else. As a parent, I could not have asked for a better education than New Hall gave my four children. The staff team here work with remarkable commitment and care to ensure that our children have the 'best start in life'. This is the school that many of us, staff and parents, wish that we had attended. I am looking forward to the next 20-year development plan!

New Hall, from its foundation, has been pioneering and innovative. The School is the UK's oldest Catholic school that has always taken girls; a strong commitment to promote equality, and to address disadvantages in society for girls and women, still prevails. Our outreach and community work led us to be the first independent school to sponsor a state primary school academy. We were the first Catholic diamond model school and the first diamond model school to be created from a former girls' senior school, with senior boys joining from 2006. The School has invested in exceptional outdoor learning, using its 140-acre campuses.

The School is large and diverse: in age, from 1-19; in size, up to 1,500 students and over 300 staff; in culture, with students from over 30 countries; in religion, as a Catholic school, welcoming all who support our ethos; in structure, offering the full range of flexible boarding options and a mix of co-education and single-sex teaching; and in educational range, with a broad curriculum and an exceptional co-curricular programme. Every day is full of opportunities to learn and grow, for staff as well as for students. It is impossible to be bored here - no two days are the same!

This is a career-defining opportunity, to be part of one of the UK's most successful schools, with an ambitious plan for further development. Where many independent schools are retracting and reducing investment, New Hall is bucking the trend and continuing to grow and to strengthen our provision. We are investing in our Sixth Form Centre, expanding our curriculum, growing our Sport provision (most recently, with the addition of riding, football and basketball) and enhancing our co-curriculum. We are open to opportunities to expand the work of our Trust, both in the UK and internationally, through our links with sister schools and Religious Communities. In particular, we are developing a link with the Ecole Christ Ressuscite, Masaka, Rwanda, and Heilig Graf Secundair, Turnhout, Belgium, which share our Augustinian ethos. New Hall also works closely with the other Catholic independent schools in Brentwood Diocese:

- The Ursuline Preparatory School Ilford (a New Hall Partner School)
- Loyola Preparatory School, Buckhurst Hill
- St Mary's Hare Park Primary School and Nursery, Gidea Park
- Ursuline Preparatory School, Warley
- St Philomena's Preparatory School, Frinton

I hope that you find the information contained in this pack, and on our website, helpful."

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.

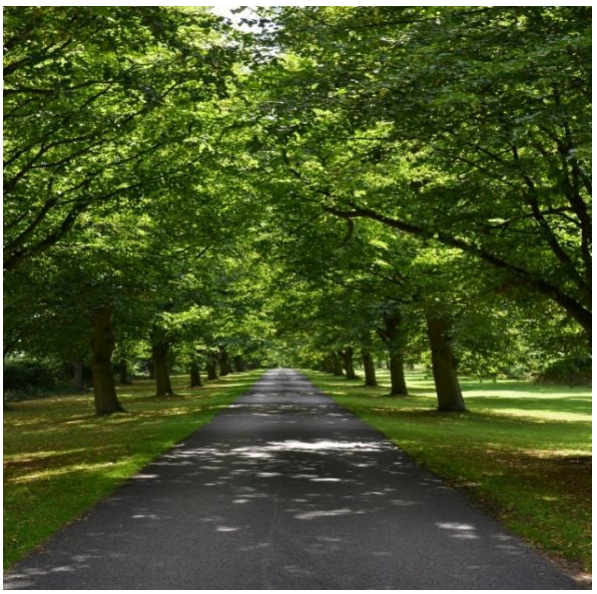
Introduction

The Electrician works as part of the Estate Department responsible for the maintenance and care of 170-acres across our heritage estates, which include: a Grade I listed building (the former Palace of Beaulieu) and a Grade II registered park and garden at New Hall; New Hall Park Farm, Little Baddow; and Boreham House (also Grade I listed).

New Hall School is set within stunning 70-acre heritage grounds, dominated by the Grade I listed former Palace of Beaulieu. The main approach to the School is from a tree-lined Avenue to the south, which is a Grade II registered park & garden. In November 2024, New Hall School acquired Boreham House, a Grade I listed property one mile from New Hall, as the new home for our Preparatory Divisions. Boreham House is a stunning heritage building, set in 30 acres of countryside.

The Estate Department consists of the following areas:

- Maintenance (all trades)
- Grounds, including a small School Farm and Riding Centre
- Gardens
- Messing Primary School (sponsored by New Hall Multi-Academy Trust) buildings and grounds



Chaplaincy garden (above left), New Hall's tree-lined Avenue (above right)

Boreham House

New Hall Park Farm

Salary & Benefits

Salary
The salary range is £29,435pa - £34,510pa (S5-S10) with additional standby allowance for on call.

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%.

Hours of Work
The working hours for the Electrician are 8.00am to 5.00pm, Monday to Friday, all year round. There will be a one-hour unpaid break each day. You may be required to work on Saturdays, on occasion, to support School operations and functions. Time off in lieu during the week will be granted on occasions where the Electrician works on a Saturday. The Electrician will participate in an on-call rota (currently 1 in 4 weekends). A degree of flexibility is required, taking account of the nature of this role in an independent boarding school. All staff are required to attend INSET (staff training) days.

Holiday
You will be entitled to 35 days' holiday per year, including bank holidays. New Hall closes between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures.

Bank Holidays and Saturdays
The Electrician is required to work on School Open Days, which usually take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. You will also be required to attend the annual Sports Day on a Saturday in the Trinity Term, and attend Exhibition Day, which is usually on the final Saturday of the academic year.

Training
New Hall is committed to professional development of staff and will support further in-service training as required. There is a generous Continuing Professional Development (CPD) budget to support personal development.

Meals in Term Time
Currently, all staff are permitted lunch without charge in term time. Staff having School meals should assist with supervision and take an interest in getting to know students. This is subject to review.

Nursery
New Hall runs an on-site Nursery for 90 children aged 1-4. Staff children have priority for places, which may be part time or full time. Staff have the option of a term-time only place, which reduces the annual cost.

Sport Club Membership
As an employee, you will be able to make use of an annual membership for the New Hall Sport Club, at a reduced cost, with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- 2 outdoor basketball courts

- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track

Job Description – Electrician

The Electrician provides electrical maintenance, repair, installation, and compliance support across the school premises in accordance with current UK legislation, including BS 7671 (IET Wiring Regulations), health and safety standards, and safeguarding responsibilities. This role supports a safe and functional learning environment for pupils, staff, and visitors.

1 Key Responsibilities

1.1 To carry out planned preventative maintenance (PPM) and responsive repairs on all electrical systems and equipment within the school. To also work alongside contractors who occasionally work on school developments and larger electrical refurbishments.

1.2 To install and upgrade electrical systems including lighting, sockets, emergency lighting, fire alarm systems, and small power installations.

1.3 To inspect and test electrical systems in accordance with the 18th Edition of the IET Wiring Regulations (BS 7671).

1.4 To maintain and document statutory compliance tasks (e.g. emergency lighting tests, PAT testing, RCD checks).

1.5 To diagnose faults and carry out repairs using appropriate materials and tools safely and efficiently.

1.6 To read and interpret electrical drawings, wiring diagrams, and specifications.

1.7 To ensure all works comply with relevant legislation including Electricity at Work Regulations 1989, Health and Safety at Work Act 1974, and relevant DfE guidance.

1.8 To keep detailed records of work undertaken using school systems and reporting tools.

1.9 To liaise with external contractors and ensure safe working practices when on-site.

1.10 To respond to emergency callouts and urgent repairs as required. (This is currently managed on a callout rota).

1.11 To assist with general site maintenance tasks and provide support for school events where necessary.

1.12 To maintain safe working areas and ensure all tools and equipment are used and stored safely.

1.13 To wear any protective clothing provided for personal safety and well-being or required in accordance with Health and Safety regulations.

1.14 To respond to emergencies around the school as a member of the Estate team.

1.15 To support other teams in relevant tasks and carry out any other reasonable work as and when necessary.

1.16 To drive the school vehicles safely and responsibly when required (if appropriately licensed).

1.17 The Estate team are expected to work flexibly, covering for other members of the team in their absence and undertaking reasonable duties as directed.

1.18 To carry out any other duties as requested by the Estate Manager or Deputy Estate 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 & Child Protection Policy and Procedures 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.

Person Specification – Electrician

	Essential	Desirable
Catholic Ethos	• to have a clear understanding of, and a commitment to, the aims of a Catholic independent boarding & day school and be committed to the values expressed in the Mission & Ethos Statement	
Education, Training, Skills & Knowledge	• Five GCSEs at Grade C+/4+, including Mathematics and English (or equivalent) • NVQ Level 3 in Electrical Installation or equivalent. • City & Guilds 2382-22 (18th Edition Wiring Regulations). • Demonstrable post-qualification experience as a qualified electrician. • Experience working in a facilities or site services environment (preferably in schools or public buildings). • Strong understanding of UK electrical safety standards and statutory compliance. • Ability to work from plans, schedules, and instructions independently. • Good communication and interpersonal skills, particularly with staff, pupils, and contractors. • Ability to manage workload and prioritise tasks. • Competent in using electrical tools, diagnostic instruments, and testing equipment. • Commitment to health and safety and safeguarding in a school setting. • Ability to diagnose faults and report findings accurately • Full, clean driving licence	• City & Guilds 2391 or 2394/2395 Inspection & Testing • City & Guilds level 3 Electrical installation • 2391 Test & Inspection • Good level of IT skills
Personal Attributes	• Has an understanding of the importance of promoting and safeguarding the welfare of children • Demonstrates initiative • Energetic, committed and positive	

	• Ability to motivate self/others and build teams • Flexibility to adjust to change and development	

Application Process

Department Contacts and Social Media

For further details about New Hall School, or an opportunity to discuss the role, please contact the Estates Manager, Lee Childs (l.childs@newhallschool.co.uk). They can also be contacted on: 01245 467 588.

Instagram @newhallschool

The process is as follows:

1. Applications should be made electronically via the School's website (https://www.newhallschool.co.uk/about/job-opportunities/)

2. Applications will be considered on a rolling basis until midday, Wednesday 6 August 2025

3. Interviews to take place shortly after the closing date

The successful candidate may take up the role from August onwards, subject to notice period and pre-employment checks.

About New Hall School

New Hall School is a thriving co-educational boarding and day school for up to 1,500 students aged 1 to 19. Founded in 1642, it is one of the oldest Catholic schools and the largest Catholic boarding and day school in the UK. The School's ethos continues to be inspired by its founding Religious Community, the Canonesses of the Holy Sepulchre.

> *"True community is where people listen to each other; where the marginalised and excluded are included".*
> (Canonesses of the Holy Sepulchre, 2023)

The charism of our founding Religious Community is service and hospitality; this is lived out in the actions of the volunteers that take part in this thriving and popular programme. Founded in 1978, the New Hall Voluntary Service (NHVS) has been providing help and support to vulnerable members of our local community for over 45 years. Volunteering for NHVS promotes an enduring community spirit, nurtures responsible citizenship and encourages student-led charitable endeavour throughout the local area.

The School is set in a stunning location dominated by the former Tudor Palace of Beaulieu and is surrounded by 70 acres of beautiful parkland and heritage gardens. The School also owns New Hall Park Farm, a 70-acre site with an equestrian centre, 3 miles from New Hall, and Boreham House; a stunning Grade I listed heritage building, set in 35 acres of countryside. Located just outside Chelmsford city centre, the School is well connected to London – only 20 minutes by train – with a new station due to open at the foot of New Hall's private approach road, The Avenue, in 2025. There are three nearby airports: London Southend, London Stansted and London City. The Elizabeth Line at Shenfield (13 minutes by train from New Hall) has a direct line to Heathrow airport terminals.

An extraordinary school with a distinctive character and close-knit community, New Hall is popular with local, national and international families. The School is oversubscribed at key entry points. An early adopter of the diamond model, it offers a vibrant education for girls and boys, with single-sex teaching in the Senior Divisions for Years 7 to 11, and co-education in the early years, Preparatory Divisions and Sixth Form.

New Hall prides itself on the quality of teaching and learning. Seeking the highest possible levels of academic attainment is a priority. The School is equally proud to offer a rounded education, focused on developing the whole child. There is a strong emphasis on co-curricular enrichment – as recognised in its recent ISI Inspection reports. The School excels in sport, having recently been awarded Outstanding Sport in a Large School by the Independent Schools Association (ISA). Alongside traditional sports, it is home to the largest independent school ski team, benefits from a professional cricket coach, and is proud to include elite national golfers within its student body. With a well-established on-site farm, woodland school, and equestrian centre, the School makes the most of its unrivalled space to embed the many benefits of outdoor education into the curriculum for all age groups.

The School has made extensive capital investments across its estate over the past 20 years. Recent developments include: a purpose-built Nursery, a Sixth Form International Business & Languages Centre, a canopied outdoor performance space, a Chaplaincy suite, outdoor basketball courts, and a second Cookery room.

In 2012, the School established the New Hall Multi Academy Trust (NHMAT) and became sponsor of nearby Messing Primary School – an Ofsted-rated 'Good' school with 'Outstanding' features. It is now looking ahead to new ventures and exciting opportunities to further grow its partnership work.

Inspection outcomes and accolades for New Hall School and its staff:

2024	Independent School Association Awards (ISA)	Outstanding Engagement in the Community	Finalist
2024	Independent Schools of the Year Awards	International student experience	Finalist
2024	Muddy Stilettos	Best Schools Awards for Best Experiential Learning (Modern Languages learning through Cookery)	Winner
2024	Independent Schools Inspectorate (ISI)	School Inspection	All standards met and NHVS a 'Significant Strength'
2024	The Boarding Schools' Association (BSA)	Best Community Work	Finalist
2024	England Netball	Netball Teacher of the Year Award	Finalist
2023	Independent School Association Awards (ISA)	Outstanding Sport in a large school	Highly Commended
2019	Brentwood Diocese	Citizenship Award	Awarded
2023	Starz UK	Most Outstanding Dance School	Winner
2023	Trinity	Champion Centre	
2023	Independent Schools of the Year Awards	Independent Prep School of the Year	Finalist
2022	The School Games Mark	School Games Mark Award	Platinum
2022	Independent Schools of the Year Awards	Innovation Award for an Outstanding new initiative	Finalist
2020	Lawn Tennis Association	Education Venue of the Year award for Essex	Finalist
2019	Independent Schools Inspectorate (ISI)	Regulatory Compliance Inspection	All standards met
2019	Ofsted	EYFS Inspection	All standards met
2019	Independent Schools Inspectorate (ISI)	Material Change Inspection (increase of student roll to 1,500 and inclusion of age range 1-3 years)	All standards met
2019	National Westminster Bank	Project Respond competition – National Award	Winner
2019	Investing in Volunteers Award		Awarded
2019	Brentwood Diocese	Citizenship Award	Awarded
2018	Essex Digital Awards	School, Education or Charity Website	Finalist
2018	Essex Digital Awards	Overall Website of the Year	Silver
2018	Diocese of Brentwood	Denominational Inspection	Outstanding
2017	Volunteer Essex	Voluntary Community Service Award in the 'Who Will Care? Awards 2017	Commendation

2017	Nationwide	Award for Voluntary Endeavour	Winner
2016	TES Independent School Awards	Independent School of the Year	Winner
2016	TES Independent School Awards	Governing Body of the Year	Finalist
2016	TES Independent School Awards	Senior Leadership Team of the Year	Finalist
2016	TES Independent School Awards	Financial/Commercial Initiative of the Year	Winner
2016	Independent Schools Inspectorate (ISI)	Educational Quality Inspection	Excellent (highest category)
2016	Independent Schools Inspectorate (ISI)	Focused Compliance Inspection for schools with residential provision	All standards met
2015	TES School Awards	Headteacher of the Year	Finalist
2015	Institute of Groundsmen	Groundsman of the Year	Finalist
2014	Essex Digital Awards	School, Education or Charity Website	Gold
2014	Independent Schools Inspectorate (ISI)	Boarding inspection	Outstanding
2013	Essex Business Awards	Best Growing Business - Large Company	Winner
2013	Essex Business Awards	Excellence in Marketing - Large Company	Winner
2013	Essex Business Awards	Essex Business of the Year	Winner
2013	Essex Business Awards	Community Award - Business Sector	Winner
2013	Pearson Teaching Awards	Pearson Teaching Awards (History)	Longlisted
2013	Pearson Teaching Awards	Pearson Teaching Awards (Physics)	Winner - Teacher of the Year
2013	Pearson Teaching Awards	Pearson Teaching Awards (Biology)	Longlisted
2011	TES Independent School Awards	Outstanding Strategic Initiative	Winner
2005	Institute of Directors' Awards	Institute of Directors' East of England Businesswoman of the Year Award	Winner
2000	Chelmsford Borough Council	The Millennium Award for Helping Young People to Fulfil their Potential	Finalist
1996	Whitbread & Make a Difference Volunteering Awards	Outstanding service to the community	Winner

hr@newhallschool.co.uk | | 01245 467 588
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS