

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of Library Assistant

**[newhallschool.co.uk](http://newhallschool.co.uk)**

New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

**tes**

Independent  
School of the Year

**2016**







# 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.

New Hall School was awarded Independent School of the Year for 2016 in the Times Education Supplement school awards, and Financial Initiative of the Year (2016) for our Green Travel and Transport Strategy. New Hall was assessed as outstanding in its 2013 Diocesan and 2014 (Boarding) inspection, and as 'excellent' (the highest category) in its 2016 ISI inspection.

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

## 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

This role will be for 15 hours per week, Monday to Friday term time only. The shift patterns per week may vary according to the needs of the department, but would preferably be 1.15pm to 6.00pm on Mondays and 12.00pm to 3.25pm Wednesday to Friday, during term time. All staff may be required to participate in a rota to work weekends, as required, to cover school functions. All staff are also required to attend relevant INSET (staff training) days which may take place on non-working days 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"*

# Library Assistant Job Description

The Library Assistant aids the Librarian in the day-to-day running of the Library.

Key tasks include:

## Daily:

- To shelve items
- To tidy 1 bay Fiction, 1 bay NF, and help to maintain a generally tidy and welcoming environment
- To issue and return items as required
- To assist library users to locate resources as required, including making suggestions for reading for pleasure
- To assist students to print documents and help with minor IT problems
- To update Library bookings as required
- To assist Librarian and teachers in supervising students' use of the Library. (This includes being in sole charge during lunchtime and for afternoon study.)

## Weekly:

- To print and circulate overdue notices
- To ensure displays and signs are neat, attractive and up-to-date.
- To remove outdated magazines from display and shelve or dispose of them as appropriate, and add new issues to the catalogue under the Librarian's supervision
- To update Library Home Page on Oliver and/or Firefly with news and book review(s)
- To process new resources as directed by the Librarian and help to display and promote them

## Occasional:

- At the request of the Finance Department, instigate charging procedures for books not returned, lost or damaged
- To help ensure supplies of stationery are maintained
- To assist with stocktaking
- To assist with World Book Day and other special events
- To recycle batteries etc including liaising with outside companies and update Vertical House recycling data
- To help to write news reports for 'What's New' and other media.
- When required, provide cover for the Librarian's morning and afternoon tutor sessions.
- As agreed with the Careers team and Librarian, to keep Careers resources up to date and in good order, including producing lists of titles to replace and/or dispose of, where appropriate contacting organisations for new material, cataloguing new acquisitions under the Librarian's supervision and advertising new and existing material as appropriate

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

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
<b>Experience</b>	Ability to relate effectively to students	
<b>Skills and Aptitudes</b>	<p>Excellent communication, organisational and management skills</p> <p>Good IT Skills</p> <p>The ability to work independently and efficiently</p>	Knowledge of library systems
<b>Disposition and personal qualities</b>	<p>An understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Willingness to participate enthusiastically in all aspects of boarding school life</p> <p>Common sense and initiative</p> <p>Ability to relate effectively to staff and students</p> <p>Ability to motivate others and build teams</p> <p>Flexibility to adjust to change and development</p> <p>Knowledge of and enthusiasm for children's and young adult's literature</p>	



## **Salary & Benefits**

### **Salary**

The salary range for this post is currently between £4,561.30pa and £4,684.19pa (full time equivalent salary between £16,652pa to £17,101pa at September 2017 rates), depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC12 and NHC13 on the New Hall Pay Scale C.

### **Holidays**

The Library Assistant will be entitled to take, as holiday, all school holidays as published in the School Calendar, except for any relevant INSET days.

### **Bank Holidays and Saturdays**

The Library Assistant 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. Payment will be made for working on these days subject to submission of an authorised timesheet.

### **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](mailto: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, Wednesday 19 July 2017**

**Interview Date: Tuesday 25 July 2017**

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.

