

Founded 1642



New Hall School

The Best Start in Life



Appointment of **Admissions Assistant**

newhallschool.co.uk

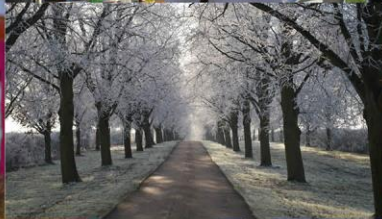
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

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Independent
School of the Year

2016



New Hall School

New Hall School is a leading HMC 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

The Admissions Department

The Admissions team are the first point of contact for prospective parents and agents, so first impressions are important. It is the team's responsibility to ensure that the journey from enquiry to joiner is as smooth as possible by providing excellent customer service in a timely manner.

The department is busy all year with multiple entry points for students (Pre-Reception, Year 7, year 9 and Year 12). Excellent organisation and communication skills are essential to ensure that good relationships are maintained with the wider school community and that the admissions targets are reached each year.

The Admissions Department currently comprises a Registrar and 3 Admissions Assistants. The Department are looking to recruit a new member to join the team providing support in meeting the growing needs of the school.



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

The working hours for this role are from 8.30am to 5.30pm, with a 1 hour unpaid meal break each day, Monday to Friday, all year round. All staff are required to attend relevant INSET (staff training) days.

The Admissions Assistant will also be required, on occasion, to work some weekend days and evenings to support school functions. Time in lieu will be awarded for weekend/evening work. All time in lieu is subject to the authorisation of your line manager.

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 Admissions Assistant is responsible for assisting the Registrar with all duties; it is important that the administrative staff work well as a team and assist each other at busy times. S/he reports to the Registrar.

Key responsibilities include:

1. Prospectuses:
 - To maintain the supply of prospectuses and send out prospectuses with appropriate inserts and covering letter.
2. Correspondence:
 - To prepare and send paperwork involved with new student intake, for example acknowledging receipt of registrations, acceptances and deposits for Senior and Preparatory School.
 - To assist the Registrar and Admissions teams with all other correspondence for all prospective parents
 - To set up individual files and ensure all paperwork has been received
3. Prospective Parents:
 - To deal directly with visitors/telephone/email enquiries where necessary.
 - To arrange parent appointments and tours
 - To confirm all appointments via telephone/email the week before and to gain all necessary information to assist the interviewer and to allocate the tour guide
 - To order catering and book meeting rooms, where appropriate
 - To create and distribute the appointment sheet and interview sheets on a weekly basis
 - To create thank you letters after interviews and to ensure any relevant points from the interview sheet are actioned
4. Data:
 - To enter/maintain prospective student details on the iSAMS database and the corresponding spreadsheets i.e. new prospective students, change of address etc.
 - To maintain an up-to-date record of admission numbers i.e. number of enquiries, number of registrations, feeder schools etc.
 - To keep the termly changes spreadsheet for Preparatory and Senior School up-to-date, as required
 - To keep the year group lists for the Preparatory and Senior School up-to-date, as required
5. Assessments:
 - To arrange date and location
 - To invigilate assessments or arrange for appropriate person to invigilate
 - To arrange the marking of papers
6. 3+, 11+, 13+ and 16+ Entry
 - To work with the admissions team to assist with all aspects of the 11+ and 13+ entry process, including application packs, reference requests, reading school reports etc.

7. Events

- To assist the Events Officer and Registrar with admissions events such as entrance examinations, taster days etc. This may include occasional evening and weekend work (usually at least two events each term)

8. General:

- To take prospective visitors on tours of the campus, when requested
- To assist at entrance examinations, including invigilation and collating of results
- To assist with post and franking each day
- To do photocopying as required
- To maintain prospective student files, updating these with correspondence relating to the students
- To order and maintain supplies of office stationery
- To do any other administration as requested by the Registrar

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	Educated to GCSE Level	Educated to A Level/Degree Level
Experience		Some previous experience of working in administration
Skills and Aptitudes	Excellent communication, organisational and management skills Excellent IT skills	Knowledge of a broad range of IT Packages (including Microsoft Office)
Disposition and personal qualities	Have a professional manner & be well presented Common sense and initiative Ability to learn quickly Ability to prioritise workload and meet deadlines Possess an eye for precision and detail Willingness to participate enthusiastically in all aspects of boarding school life Common sense and initiative Ability to relate effectively to students Flexibility to adjust to change and development	

Salary & Benefits

Salary

The salary range for this post is currently between £18,203 per annum and £21,726 per annum depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC16 and NHC22 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. All holiday is subject to the approval of the departmental manager.

Bank Holidays and Saturdays

The Admissions 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. 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, Friday 4 August 2017

Interview Date: Thursday 10 August 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.

