

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of Senior School Administrator (Sixth Form and Careers)

[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





## 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 School (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 at Key Stages 3 and 4. 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

The actual working hours for this role are from 8.00am to 5.30pm, with a 1 hour unpaid meal break, Monday to Friday during term time, plus 7 weeks (35 days) to be worked during the school holidays, which must include the first week and last 2 weeks of the summer break. All staff are required to attend relevant INSET (staff training) days.

## 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"*

## Job Description

The Senior School Administrator (Sixth Form and Careers) reports to the Executive Assistant. This is a new role due to development and expansion in the Senior School. The main responsibility of the Senior School Administrator (Sixth Form and Careers) is to provide administrative and secretarial support to the work of the Head of Sixth Form and Careers Co-ordinator. The following list is not exhaustive, but serves as an indication of what the role encompasses. The job evolves as curricular, pastoral and management needs of the school change. The administrative staff work well as a team and assist each other at busy times.

Key responsibilities:

1. *Administration and Secretarial responsibilities for the Sixth Form team and Senior School Staff*
  - 1.1 To provide admin support for Sixth Form staff
  - 1.2 To co-ordinate academic round-robins for students
  - 1.3 To assist with the organisation of the Year 11 Sixth Form Taster Day
  - 1.4 To co-ordinate the Year 11 interviews with senior staff
  - 1.5 To co-ordinate the Year 13 interview with the Principal
  - 1.6 To assist with UCAS checks
  - 1.7 To co-ordinate the Prefect selection process
  - 1.8 To oversee the Sixth Form area on Firefly
  - 1.9 To prepare the Sixth Form weekly notices
  - 1.10 To prepare reference requests from past students
  - 1.11 To prepare absence/attendance report and Attitude to Learning (AtL) report
  - 1.12 To take and publish minutes of the Pre-Parent meetings, chaired by the HoY
  - 1.13 To collate staff feedback for individual parent meetings
  - 1.14 To co-ordinate and produce Record of Achievement Reports
2. *Careers*
  - 2.1 To provide the administrative support for the school's Work Experience programme
  - 2.2 To co-ordinate and administrate the Morrisby and Centigrade testing and interviews
  - 2.3 To assist with the Sixth Form Future Pathways programme
  - 2.4 To be the lead administrative support for the biennial careers convention
  - 2.5 To prepare any thank-you letters/cards for Careers events for signature by the Principal or Deputy Principal
  - 2.6 To co-ordinate the visit of guest speakers
  - 2.7 To provide administrative careers support as part of the PSHEE provision for Years 7-13 in conjunction with the relevant Heads of Year.
  - 2.8 To co-ordinate and administrate the Fasttomato programme for Year 9 in conjunction with the relevant Heads of Year.
3. *School Handbooks/Leaflets*
  - 3.1 To be responsible for updating the following booklets, such as: Parent and Student Handbooks, Work Experience booklets, Curriculum Booklets and Exam Preparation Booklets
4. *Certificate Assembly*
  - 4.1 To collate nominations and prepare certificates for termly certificate assemblies
  - 4.2 To produce the certificate assembly running order
  - 4.3 To update all awards to ISAMS at the end of each term.

5. *Reports*

- 5.1 To assist with the production of student reports and assemble into mailings at the middle and end of each term
- 5.2 To ensure grading explanations are up-to-date

6. *Mailings*

- 6.1 To work with the administrators to produce parent mailing at the beginning, middle and end of each term
- 6.2 To send electronic mailings to parents during the term when the need arises

7. *Events*

- 7.1 To organise and set up for Parent Meetings
- 7.2 To work with the Administrators to help prepare the Prize Giving/Scholarship booklets, certificates and Mass booklet
- 7.3 To work with the Administrators to assist with the layout of prizes prior to the Year 7-9, Year 10-13, and Scholarship Presentation event
- 7.4 To support the Sixth Form staff with the administration of internal events
- 7.5 To be present on Open Days and Prize Giving events to welcome and register visitors to the school

8. *General*

- 8.1 To type and desktop publish for all Senior School staff within the school
- 8.2 To take the Minutes at Staff briefing on rotation with the other Administrators
- 8.3 To send out Clarion Call letters/texts as required
- 8.4 To update student details and maintain the School's Management Information System (iSAMS)
- 8.5 To check and respond to emails in the Admin Inbox
- 8.6 To frank and post each day
- 8.7 Deal directly with students/visitors/telephone enquiries where necessary
- 8.8 With the other Administrators, to be responsible for the student online filing and archiving, as required
- 8.9 To photocopy documents, as required
- 8.10 To order and maintain supplies of office stationery
- 8.11 To cover for other secretaries and Reception when necessary
- 8.12 To assist the PA to Principal and Executive Assistant, as required

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>Education</b>	Maths and English GCSE or equivalent (B grade or above)	Educated to A Level NVQ 2 or above in Business and Administration
<b>Experience</b>	Experience as a secretary/administrator	Experience of working in education
<b>Skills and Aptitudes</b>	<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>
<b>Disposition and personal qualities</b>	<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 students</p> <p>Ability to motivate others and build teams</p> <p>Flexibility to adjust to change and development</p>	

## **Salary & Benefits**

### **Salary**

The salary range for this post is currently between £15,615.78pa to £19,158pa depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC12 and NHC20 on the New Hall Pay Scale C (full time equivalent salary range £16,652pa to £20,430pa at September 2017 rates).

### **Holidays**

The Senior School Administrator will be entitled to take as holiday all published school holidays, as published in the School Calendar, except for 7 weeks (35 days) to be worked during the school holidays, which must include 3 weeks during the summer break. All staff are required to attend relevant INSET (staff training) days.

### **Bank Holidays and Saturdays**

The Senior School Administrator will be required to work on School Open Days which take place on the last Saturday in September and either the Monday of the first Bank Holiday in May, or the Saturday of the Bank Holiday weekend. These days will be included in the additional 7 weeks worked outside of term time.

### **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. The completed form, along with a letter of application should be addressed to Mrs Katherine Jeffrey, Principal, and sent to:

HR Department, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.  
Tel: 01245 467 588; Email: [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk)

**Closing Date for applications is: Midday, Monday 24 July 2017**

**Interview Date: Thursday 3 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.

