

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of Plumbing and Heating Engineer

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

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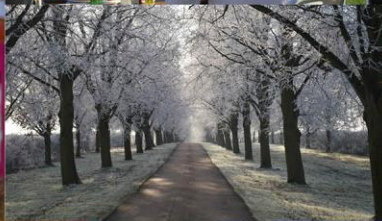
A Catholic foundation and ethos, welcoming all

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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 and was awarded the TES 'Overall Independent School of the Year' for 2016-17. 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 2023.

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 throughout the 11-16 age range. The provision of single-sex education during the formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and recognises the different ways in which boys and girls learn.

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 facility; expansion of the Preparatory Division to 3-form entry; and planning for a new STEM Centre.

Students aged 7-18 can board 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

## Accolades for the School

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

## 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 teamwork. 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 normal working hours for the HR office staff are from 8.00am-5.00pm, with a 1 hour unpaid meal break, Monday to Friday, all year. The successful candidate will also be required to participate in the on-call rota to provide emergency support 24 hours per day, 7 days per week. All staff are also required to attend relevant INSET (staff training) days which may take place 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"*

# Job Description – Plumbing and Heating Engineer

The Heating, Plumbing and Maintenance Engineer reports to the Estate Manager and is required to provide a full range of property management services. The following list is not exhaustive, but serves as an indication of what the role encompasses. The job evolves as the maintenance needs of the school change.

To work as part of a small team of Maintenance staff involved in the upkeep and care of the school facilities. This will include being part of an on-call team, for which an additional payment will be made.

Key responsibilities:

## **1. Maintenance**

- 1.1 To design, promote and carry out preventative maintenance on heating systems and boilers up to 500KW with forced draught oil burners, also LPG domestic boiler systems
- 1.2 To be flexible in the types of work prepared to undertake with the ability to meet tight deadlines
- 1.3 To ensure all equipment is safe and fit for purpose
- 1.4 To undertake repairs and servicing to the highest standard in accordance with work requests and pre-determined specifications
- 1.5 To install new equipment, as and when required
- 1.6 To perform maintenance services on heating, plumbing and drainage installations.
- 1.7 To actively promote safe working practices
- 1.8 To work and coordinate with external contractors
- 1.9 To test and remove or adjust existing fittings, fixtures and parts
- 1.10 Where a detailed specification is not provided, to determine the cause of the fault and then undertake the most cost-effective solution to remedy the defect
- 1.11 To communicate effectively – keeping the Estate Manager and relevant parties aware and seek advice and assistance when required

## **2. Responsibilities for Equipment/Tools**

- 2.1 To use specialist tools provided as required, with full training
- 2.2 To use manuals and failure history to develop preventative tasks
- 2.3 To ensure all requirements as specified by the manufacturer of systems and fixtures are met
- 2.4 To operate machinery and power tools as used in workshops, and to undertake and put into practice Health and Safety procedures to comply with current legislation; to service and repair equipment to comply with Health and Safety regulations
- 2.5 To return equipment in 100% safe condition – or report any concerns that may require attention to the Estate Manager

## **3. General**

- 3.1 To contribute to the school objectives and values
- 3.2 To adhere to school rules / Health & Safety / Environmental Standards & Practices
- 3.3 To conduct an appropriate risk assessment prior to any maintenance work and ensure conclusions are implemented prior to start of work to remove hazards
- 3.4 To attend training and continuous development opportunities as required

- 3.5 To continuously look for improvements to the service for effective good practice within the role
- 3.6 To be aware of incident reports and work with Estate Manager to promptly implement solutions to prevent re-occurrence
- 3.7 A full, clean driving licence

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
<b>Education</b>	<p>Recognised H&amp;V qualification OFTEC registered</p> <p>Full driving licence</p>	LPG registration or gas qualified
<b>Experience</b>	<p>Heating and ventilation skills on boiler plant up to 500KW and domestic LPG</p> <p>Knowledge of control systems.</p>	Experience of maintenance to steam plant would be an advantage
<b>Skills and Aptitudes</b>	<p>Excellent communication, organisational and management skills</p> <p>The ability to work independently and efficiently</p>	
<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 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 £21,726 per annum and £24,605 per annum depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC22 and NHC26 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 .

### **Bank Holidays and Saturdays**

The Plumbing and Heating Engineer 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. Time off 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](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 31 January 2018**

**Interview Date: Thursday 8 February 2018**

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.

