

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Equestrian Yard Worker

Applications will be considered on a rolling basis until midday,
Friday 1 November 2024

Start date: December 2024 (preferred) or January 2025

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 works 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. Our outreach and community work led us to be the first independent school to sponsor a state primary school academy; New Hall Multi Academy Trust has been running successfully since 2012. New Hall 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. 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.

Salary & Benefits

Salary

New Hall has its own salary scale. The salary for this post is £30,450pa-£34,510pa (S6-10).

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%.

Accommodation

Rent-free accommodation is offered since it is a requirement of the role to carry out morning and evening checks of the yard. Consideration will also be given to candidates who live locally and wish to live offsite.

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.

Holiday

The Equestrian Yard Worker is entitled to 30 days' holiday per year, including bank holidays. This will increase to 35 days' holiday per year, including bank holidays, after five years' service.

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.

Lunch in Term Time

When working at the New Hall site, all staff may have lunch without charge in term time. Staff having School meals should assist with supervision and take an interest in getting to know students. This benefit is subject to review.

Technology

The Equestrian Yard Worker will receive a School laptop.

Sport Club Membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), 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

Livery

As a member of Equestrian staff, the Equestrian Yard Worker is permitted to keep one horse, livery-free, at the Equestrian Centre. Any care or work relating to this horse must be undertaken outside of agreed working hours, and the cost of upkeep is covered by the member of staff.

Hours of Work

Support staff generally work an average of 40 hours per week over the course of a calendar year. The Equestrian Yard Worker will be required to participate in an on-call rota across the week to provide emergency support. They may also be required to support School events such as Taster Days and internal riding competitions.

Equestrian and Estate staff are 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. All staff are required to attend INSET (staff training) days.

In view of the nature of the role, you may be required to work additional hours for the proper performance of your duties, for which no further remuneration will be paid. A generous benefits package has been included to allow for the times when the working hours are increased. A degree of flexibility is required, taking into account the nature of New Hall as a boarding school.

Job Description – Equestrian Yard Worker

This is a residential post, as a requirement of the role is to carry out morning and evening checks of the yard. Although a local resident may be able to undertake the role. This role is predominantly based at the New Hall Park Farm site, although there may be occasions where the Equestrian Yard Worker is required to assist with horses based at the New Hall School site.

The Equestrian Yard Worker reports to the Estate Manager. They will work closely with Estate and Operations Department staff, to fulfil the responsibilities of the post.

Key responsibilities:

1 Horses

- 1.1 to assist with care of the School's horses, including mucking out stables, poo picking, feeding and watering horses, daily welfare checks, and bringing in and turning out from fields
- 1.2 to conduct daily assessments of equine health and behavioural concerns, including administering first aid
- 1.3 to assist with feeding, stabling and bedding, based on the individual health requirements of each horse
- 1.4 to assist with routine vaccinations, worming, farriery, dentistry, and other husbandry treatments
- 1.5 to be on call in the event of veterinary emergencies
- 1.6 to help with riding and stable management activities and lessons
- 1.7 to assist with lead rein lessons

2 Yard Work

- 2.1 to carry out general yard maintenance, including cutting grass, harrowing the manège, emptying manure trailers, and cutting hedges
- 2.2 to keep the Equestrian Centre clean and tidy, including cleaning tack and equipment
- 2.3 to assist with the receipt and organisation of deliveries, including hay, bedding, and feed
- 2.4 to assist with the general maintenance of the yard and fields, ensuring a safe environment and actively promoting safe working practices
- 2.5 to work with Estate staff to carry out proactive and reactive maintenance of the buildings and site

3 Equipment and Tools

- 3.1 to use powered hand tools and light plant equipment, including mowers, strimmers, and hedge cutters, in addition to the usual range of hand tools and equipment, in accordance with Health & Safety guidance
- 3.2 to identify any requirement and to undertake the relevant training in order to facilitate use of powered hand tools and light plant equipment
- 3.3 to inform the Estate Administrator of equipment that is not safe to use
- 3.4 to drive School vehicles safely and responsibly

4 Responsibilities of the Site

- 4.1 to respond to emergencies around the site as a member of the Estate Team
- 4.2 to ensure pathways are salted, and are free from snow and ice during the winter months
- 4.3 to undertake any other duties deemed reasonable by the Estate Manager
- 4.4 to report any accidents and incidents to the Estate Manager and Health & Safety Officer, following School procedures, and to help identify ways to prevent reoccurrence

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. The School's Equal Opportunities Policy is available on our website.

Person Specification

This post would suit a candidate seeking career development in this dynamic and forward-thinking School.

| | Essential | Desirable |
|--|--|---|
| Education, Training, Skills & Knowledge | <ul style="list-style-type: none"> • Understanding of the importance of promoting and safeguarding the welfare of children • BHSQ Level 3 Care and Lunge, or equivalent (BHSAI); or Stage 3 Diploma in Animal Care with equestrian experience • GCSEs at Grade C+/4+, including Mathematics and English (or equivalent) • Physically able for manual handling and movement around 70-acre sites • Ability to administer First Aid to horses • Ability to take responsibility for the duty of care of horses • Ability to handle horses patiently, gently and confidently • Experience of working on a yard • Stable management skills • Full, clean driving licence • Experience of working with young people • Good communication skills • Sound IT skills • Strong organisational skills, including the ability to prioritise work tasks effectively | <ul style="list-style-type: none"> • First Aid at Work • Licence to drive a horse box • Land based machinery licence • Chainsaw licence • Spray licence • Working from height training • Manual handling training • Experience of teaching at all levels through Pony Club/Riding Club • Experience of riding at a competitive level • Experience of using power tools and tractors |
| Personal Attributes | <ul style="list-style-type: none"> • Integrity and ability to give clear and consistent witness to values of care, trust and respect • Self-starter, highly motivated, proactive and keen to learn • Ability to relate effectively to students • Approachability • Flexibility to adjust to change and development | |

Application Process

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, Friday 1 November 2024
3. Shortlist interviews will take place, via Zoom, the week commencing Monday 4 November 2024
4. Final interviews will take place onsite, at New Hall School, the week commencing Monday 11 November 2024

The start date will be in December 2024 (preferred) or January 2025.

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 the main School site. Located just outside Chelmsford city centre, the School is well connected to London – around 30 minutes by train – with a new station due to open in 2025, at the foot of New Hall's private approach road, The Avenue. 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.

Highlights from School Development Plan 2022-25

To promote the Catholic life of the School and to provide outstanding Religious Education

- Creation of Chaplaincy Chambers
- Expansion of Chaplaincy Team
- Expansion of New Hall Voluntary Service (NHVS)
- Develop links with sister Communities in: Masaka, Rwanda; Zaragoza, Spain; and Turnhout, Belgium
- Develop links with Catholic independent schools in Brentwood Diocese

To be an outstanding and caring educator of all students

- Introduction of BTEC Level 3 Diploma in Sport and UAS Level 3 Politics
- Creation of second cookery room and introduction of prep cookery and Leiths Academy courses
- Expansion of DELE and DELF Modern Languages courses
- Opening of The Edelsten Health & Wellbeing Centre

To recruit, support and develop outstanding staff

- Expansion of team of professional sport coaches and experienced Heads of Sport
- Expansion of Music Department, including new roles of Assistant Director of Music and Music Performance Tutor
- Introduction of five resident House Matrons

To provide outstanding learning opportunities through the co-curriculum

- Opening of Learn-to-Ride Centre on site at New Hall and an Equestrian Centre at New Hall Park Farm
- Introduction of Football and Basketball
- Appointment of new Head of Careers & Alumni Association and expansion of careers provision

To promote New Hall's reputation as a distinctive school of choice

- Acquisition of 70-acre country park, New Hall Park Farm, 3 miles from New Hall
- Reintroduction of the annual Literary Dinner
- Creation of Sixth Form International Business & Languages Centre

To share our ethos, grow and innovate

- New partnership with independent and maintained Catholic schools in Brentwood Diocese
- Together with other schools, to establish an annual pilgrimage to Walsingham, Norfolk, and to take part in the Lourdes pilgrimage and FLAME festival, London
- To host a national event for the 185th anniversary of *The Tablet* (international Catholic weekly)

To ensure the on-going security of the School's financial future

- Creation of additional spaces for Performing Arts, Sport and public examinations
- Creation of additional Music Classroom
- Expansion of Sixth Form Centre
- Reduction of waste and energy consumption, including through solar panels and water harvesting
- Investment in heritage features, including building renovations and enhanced gardens and new woodland areas

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

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| 2024 | Independent School Association Awards (ISA) | Outstanding Engagement in the Community | Finalist - results pending |
| 2024 | Independent Schools of the Year Awards | International student experience | Finalist - results pending |
| 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 |

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| 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 |



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