

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Deputy Estate Manager

Application closing date: midday, 11 August 2025

Start date: September 2025 onwards

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 work 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. The School 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. Our outreach and community work led us to be the first independent school to sponsor a state primary school academy. 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.

Introduction

This role would suit an ambitious candidate looking for career development and aspiring to be an Estate Manager in the future. Working closely with the Estates and Gardens Teams, the Deputy Estate Manager is responsible for 170-acres across our heritage estates, which include: a Grade I listed building and a Grade II registered park and garden at New Hall; New Hall Park Farm, Little Baddow; and Boreham House (also Grade I listed). In addition, the School owns off-site residential properties and has responsibility for our sponsored primary academy in Messing. There is an exciting School Development Plan, which includes significant investment in heritage restoration, new facilities and community outreach projects.

New Hall School is set within stunning 70-acre heritage grounds, dominated by the Grade I listed former Palace of Beaulieu. The main approach to the School is from a tree-lined Avenue to the south, which is a Grade II registered park & garden. In November 2024, New Hall School acquired Boreham House, a Grade I listed property one mile from New Hall, as the new home for our Preparatory Divisions. Boreham House is a stunning heritage building, set in 30 acres of countryside.

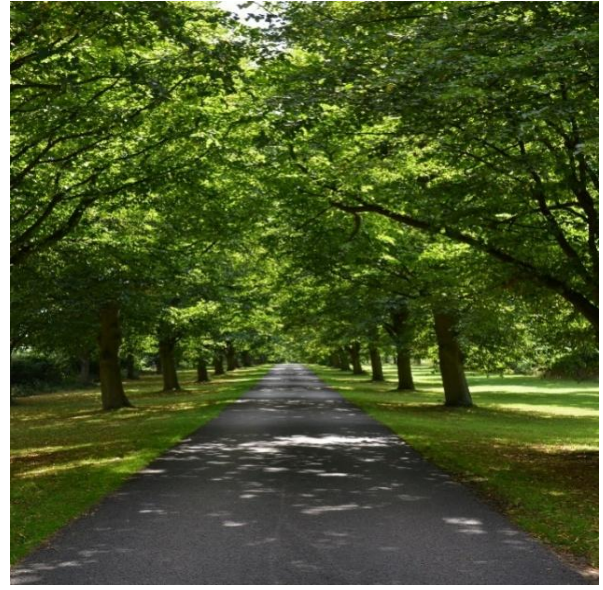
The Estate Department consists of the following areas:

- Maintenance (all trades)
- Grounds, including a small School Farm and Riding Centre
- Gardens
- Messing Primary School (sponsored by New Hall Multi-Academy Trust) buildings and grounds

The Deputy Estate Manager supports and deputises for the Estate Manager in leading and coordinating the work of the Estate Department to ensure the effective, efficient and safe operation of facilities across the 170-acre heritage estates owned by New Hall including the New Hall School site, Boreham House and New Hall Park Farm, School properties off-site, and the sponsored primary academy in Messing. The Deputy Estate Manager reports to the Estate Manager and shares responsibility for managing Maintenance, Grounds & Gardens, including the School Farm.

The Deputy Estate Manager will work closely with the Health & Safety Officer, and with Operations Department staff, to fulfil the responsibilities of this post. The Deputy Estate Manager

shares in critical incident response, including on-call out of hours. This is a full time, year-round role.



Chaplaincy garden (above left), New Hall's tree-lined Avenue (above right)



Boreham House



New Hall Park Farm

Hours of Work

The working hours for the Deputy Estate Manager are 9.00am-6.00pm, Monday to Friday, all year round. There will be a one-hour unpaid break each day. Support staff generally work an average of 40 hours per week over the course of a calendar year. In view of the seniority of the role, you may be required to work additional hours for the proper performance of your duties. For example, there may be a requirement to attend meetings and events that occasionally take place during evenings and weekends. A degree of flexibility is required, taking account of the nature of this role and the work in an independent boarding school.

You will be 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. Given the nature of work in a busy boarding school, the Deputy Estate Manager's role will also require some weekend work for certain School events. The salary level is enhanced to take account of this.

Salary & Benefits

Salary

The salary range is £46,690pa - £58,870pa (M9-M15).

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%.

Holiday

You will be entitled to 35 days' holiday per year, including bank holidays. One or two weeks of holiday can be taken in term time with approval by the Principal. New Hall closes for 2-4 days between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures.

Accommodation

A one-bedroomed cottage is available, rent free, at the Boreham House Grade I listed site, for a single person willing to have oversight of the Boreham House security.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There is a generous Continuing Professional Development (CPD) budget to support personal development.

Meals in Term Time

Currently, all staff are permitted lunch without charge in term time. Staff having School meals should assist with supervision and take an interest in getting to know students. This is subject to review.

School Fee Remission

School fee remission for staff children is granted in accordance with the provision at the time of commencing employment at New Hall. If your child is aged 4-11 and joins the Preparatory Divisions, there is a reduction of one third of the day fees. If your child is aged 11-19 and joins the Senior Divisions, there is a reduction of two thirds of the day fees. There is no staff fee remission for New Hall Nursery/Pre-School (ages 1-4).

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.

Sport Club Membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club, at a reduced cost, 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

Job Description – Deputy Estates Manager

Key responsibilities:

1 Catholic Life

- 1.1 to support and to contribute to the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School
- 1.2 to be aware of and contribute to the School Development Plan and to promote the strategic aims of the School

2 Leadership

- 2.1 to provide leadership to Department staff, supporting a performance management culture and a commitment to professional and personal development
- 2.2 to create an operating structure which facilitates a strong focus on service excellence, high quality and value for money
- 2.3 to identify areas for development to improve the effectiveness and efficiency of facilities
- 2.4 to contribute ideas to the School Development Plan
- 2.5 to review and to help negotiate contracts in conjunction with SLMT
- 2.6 to ensure compliance with safeguarding requirements with regard to external parties using the New Hall site, Boreham House and New Hall Park Farm
- 2.7 to attend the Eco Committee and to help plan and implement the Eco Strategy, including targets for reducing energy consumption and zero-waste-to-landfill targets

3 Estate Management

- 3.1 to conserve and enhance the Grade I listed heritage buildings and Grade II registered park & garden
- 3.2 to ensure all hard services are maintained and a schedule of statutory inspections is implemented
- 3.3 to ensure that soft services (e.g. landscaping, pest control, decoration, waste management) are adequately resourced and that standards are upheld, with a focus on customer service
- 3.4 to ensure that contracted services are effective and value for money
- 3.5 to ensure a high standard of boarding facilities and staff residential accommodation
- 3.6 to work with the Operations team to ensure that Sport facilities, including the swimming pool, are fit for use and are maintained to a high standard
- 3.7 to maintain and improve the premises, grounds and facilities at all schools within NHMAT
- 3.8 to oversee the maintenance and presentation of grounds, roads and gardens
- 3.9 to supervise the lighting, heating and ventilation of buildings
- 3.10 to maintain sanitary appliances and to ensure regular inspection of the drainage system

4 Financial

- 4.1 to assist the Estate Manager in formulating, managing and delivering Estate budgets
- 4.2 to complete cost/benefit analysis of undertaking or delaying capital or revenue work
- 4.3 to calculate and compare costs for goods and services to achieve maximum value for money
- 4.4 to manage, monitor and report on the financial performance of contracts

5 Contract Management

- 5.1 to ensure new contractors complete pre-qualification questionnaires

- 5.2 to work with the Estate Manager to plan programmes of work and to ensure that any disruption to School activities is minimised
- 5.3 to manage sub-contractors, ensuring Health & Safety and safeguarding requirements are met
- 5.4 to complete progress reports
- 5.5 to maintain cost controls and to identify variations to specifications and quality
- 5.6 to maintain files, including all of the construction details, materials, drawings, operations manuals and specifications

6 Staffing

- 6.1 to build and train a multi-skilled team
- 6.2 working with the Head of Finance and Head of HR, to be accountable for controls over Estate staff costs and to ensure that areas are staffed efficiently, effectively and in the ways that provide (1) value for money and (2) high quality, in the context of an independent boarding & day school
- 6.3 to undertake annual performance reviews for specified Estate staff
- 6.4 to ensure that performance, misconduct and capability (including absence management) issues are addressed in a timely and effective way
- 6.5 to devise work programmes and holiday schedules
- 6.6 to support the professional development and teamwork of the Estate Department

7 Utilities, Materials, Tools, Plant Machinery and Maintenance Contracts

- 7.1 to oversee the purchase and storage of materials and tools
- 7.2 to ensure the production of and compliance with all site technical logs and maintenance procedure manuals in order to facilitate effective management, supervision, work quality, instruction and training
- 7.3 to control and execute maintenance contracts for the equipment owned/rented by the entire establishment (including firefighting and alarm systems)

8 Health & Safety and Compliance

- 8.1 to work with the Health & Safety Officer to ensure risk assessments are completed for all Estate matters
- 8.2 to contribute to the provision for site security
- 8.3 to undertake Estate statutory compliance inspections and to ensure that preventative maintenance is planned and completed
- 8.4 to maintain Estate records for inspections, e.g. Independent Schools Inspectorate (ISI)
- 8.5 to ensure Estate compliance in relation to the ISI Regulations and National Minimum Standards for Boarding

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.

Person Specification – Deputy Estate Manager

In addition to the below, 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 in the Mission & Ethos Statement of the School.

	Essential	Desirable
Catholic Ethos	<ul style="list-style-type: none"> to have a clear understanding of, and a commitment to, the aims of a Catholic independent boarding & day school and be committed to the values expressed in the Mission & Ethos Statement 	
Education, Training, Skills & Knowledge	<ul style="list-style-type: none"> Five GCSEs at Grade C+/4+, including Mathematics and English (or equivalent) Experience as an Estate/Facilities Manager or similar role Experience of soft and hard services Experience of team leadership Strong communication, organisational and management skills, verbal and written Contract management and negotiation skills Good IT skills An ability to work under pressure Financial acumen and an ability to manage budgets Full, clean driving licence 	<ul style="list-style-type: none"> Degree or other relevant post-A Level/BTEC qualification Relevant professional qualification/s Certificate or Diploma in Occupational Health & Safety Experience working in a school or other educational establishment Experience of managing a heritage site
Personal Attributes	<ul style="list-style-type: none"> Has an understanding of the importance of promoting and safeguarding the welfare of children Demonstrates initiative Energetic, committed and positive Innovative and successful at managing own time and resources Highly customer focused Ability to motivate self/others and build teams Flexibility to adjust to change and development 	

Application Process

Department Contacts and Social Media

For further details about New Hall School, or an opportunity to discuss the role, please contact the Deputy Principal, Andrew Fardell, (a.fardell@newhallschool.co.uk) or the Estates Manager, Lee Childs (l.childs@newhallschool.co.uk). They can also be contacted on: 01245 467 588.

Instagram @newhallschool

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, Monday 11 August 2025
3. Interviews to take place shortly after the closing date

The successful candidate may take up the role from September onwards, subject to notice period. The start date is negotiable, and this can be discussed at interview.

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 New Hall, and Boreham House; a stunning Grade I listed heritage building, set in 35 acres of countryside. Located just outside Chelmsford city centre, the School is well connected to London – only 20 minutes by train – with a new station due to open at the foot of New Hall's private approach road, The Avenue, in 2025. 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.

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

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

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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