

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of Events Officer

Term time only

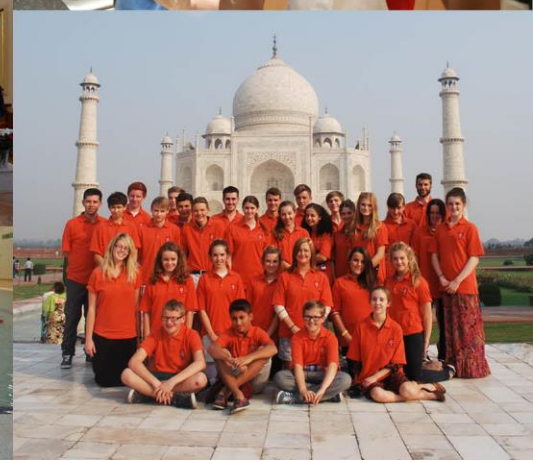
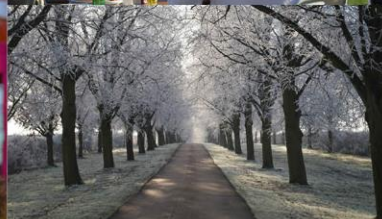
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New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

**tes**

Independent  
School of the Year  
**2016**



# New Hall School

New Hall School is a leading HMC boarding and day school for girls and boys aged 1-18 and 11 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 & 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 Divisions (ages 1-11), single-sex education in the Girls' Division and Boys' 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 girls and boys learn.

There is an exciting School Development Plan (SDP), which has the continued strengthening of the School's academic standing as its priority. New facilities successfully delivered so far in the 2016-19 SDP include: investment in digital technologies; outdoors 'Forest School' provision; a second Astroturf, 3G pitch and new PE changing rooms; new recreational and hospitality facilities, and additional staff accommodation. Plans are currently underway for the expansion of the Preparatory Division to 3-form entry and for a new Science 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, make New Hall a wonderful place to be educated.

The ethos at New Hall has been inspired by the founding Religious Community, the Canonesses of the Order of the Holy Sepulchre. New Hall has thriving Chaplaincy, RE and Theology teams and the community benefits from having a full time resident Priest Chaplain. The School welcomes all who support its ethos.

# New Hall's 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.

## 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 to 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), in relation to our Green Travel and Transport Strategy. The school has previously won the TES Award for 'Outstanding Strategic Initiative' (2011).

New Hall received the highest commendations in its most recent inspections:

- 'Outstanding' in the Section 48 Diocesan RE inspection (2018)
- 'Excellent' (the highest category) in the whole school ISI inspection (2016)
- 'Outstanding' in the ISI boarding inspection (2014)

New Hall's sponsored primary academy, Messing Primary School, received the highest commendation of 'Outstanding' in the following categories:

1. Effectiveness of leadership and management
2. Personal development, behaviour and welfare of pupils
3. Early years provision

and 'Good' overall, in the Ofsted inspection (2018).



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## Events at New Hall School

The Events Officer is responsible for organising a programme of established school and marketing events, together with developing new events, to meet strategic aims.

The programme has grown considerably in recent years and is as diverse as supporting Heads of Year with the arrangements for Parents' Evenings, to creating themed events for Pre-Reception marketing and arranging our Year 13 Leavers' Dinner.

Working closely with the Senior Leadership Team, the Admissions and Marketing Departments and the wider School staff, you devise, plan and implement events to achieve agreed objectives and which clearly reflect the ethos of the School.

The role is always busy with peaks in the Michaelmas (Autumn) and Trinity (Summer) Terms when large and multiple events run throughout these periods.



*Sixth Form Leavers' Dinner*



*Staff BBQ*

## 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. As a boarding school, we are 'home' to many students and staff and, as such, there are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment that is set in beautiful surroundings; staff value working in a caring community and enjoy many exceptional benefits.

## Hours

The normal working hours for this role are from 8.30am to 5.30pm, Monday to Friday, during term time plus 4 weeks in the school holidays, with a 1-hour unpaid meal break.

Due to the nature of the role, there will be a requirement to work on some evenings and weekends to support events and a flexible approach to working hours is therefore essential. Time off in lieu will be awarded for additional hours worked.

## 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 and 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 Events Officer is responsible for the planning, implementation and recording of a range of School events. The Events Officer reports to the Vice Principal (Operations & Co-Curriculum).

Key responsibilities are:

1. *Planning and Hosting Events*
  - 1.1 To take responsibility for School events, as agreed with the Vice Principal
  - 1.2 To assist and provide advice to staff in the organisation of their events, as agreed with the Vice Principal
  - 1.3 To attend School events, as agreed with the VP, to oversee/co-ordinate logistics and to ensure that events run smoothly
  - 1.4 To ensure that School events are professionally co-ordinated and communicate the School's high standards
  - 1.5 To ensure that appropriate noticeboards display publicity of forthcoming School events
  - 1.6 To liaise with Catering, Domestic, Estate and IT staff to discuss requirements for events and to complete catering and work requests in advance
  - 1.7 To produce, circulate and file risk assessments for events and ensure that H&S requirements are covered
  - 1.8 To liaise with the School's insurer, when appropriate, to check that events are covered by the School's insurance policy or to notify them of large scale events, involving members of the public or non-standard School events which might be deemed more of a potential risk than usual (e.g. the School horse show)
  - 1.9 To be a member of the Events Committee
  - 1.10 To manage the Events page of the website and Firefly in conjunction with the Director of Admissions, Communications & Development
  - 1.11 To monitor website/Firefly sign ups, issuing tickets as appropriate
2. *Design & Evaluation*
  - 2.1 To be responsible for the design and production of event invitations, posters, tickets, & flyers
  - 2.2 To evaluate and report on the attendance of key events, ensuring feedback is sought following events, to inform future planning
3. *Administration*
  - 3.1 To check the Events mail box daily and respond to emails received
  - 3.2 To produce reports from ISAMs as required
  - 3.3 To maintain an efficient and effective electronic and paper filing system.
  - 3.4 To produce and mail merge badges, letters etc as required.
  - 3.5 To ensure all events are listed in the School calendar
  - 3.6 To produce and update the calendar of events for the fortnightly Events Committee Meeting

- 3.7 To arrange reserved seating and issue tickets, as appropriate
- 3.8 To maintain spreadsheets for other events, including paid events, processing payments and issuing tickets, as appropriate. Balancing events and advising of final profit or loss

4 *General*

- 4.1 To order and maintain supplies of office stationery
- 4.2 To store and keep a register of Event items
- 4.3 To tidy away after events, including emptying A frames, filing signs and paperwork

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

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
<b>Education</b>	Educated to GCSE level or above	Hold a relevant qualification in Events Management
<b>Experience</b>		<p>Have some experience of working in a similar role/experience of assisting with events planning and management</p> <p>Experience as a student or working employee in an independent school environment</p>
<b>Skills and Aptitudes</b>	<p>Excellent communication, organisational and time management skills</p> <p>Excellent IT skills, including creative design</p> <p>Excellent interpersonal skills</p>	
<b>Disposition and personal qualities</b>	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Willingness to participate enthusiastically in aspects of boarding school life</p> <p>A flexible approach to working hours and willingness to work some evening and weekend events</p> <p>A keen eye for detail</p> <p>Common sense and initiative</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 £17,659.74 per annum and £21,193.32 per annum depending on qualifications and experience. This range is between points NHC21 and NHC27 on the New Hall Pay Scale C (full time equivalent salary range £21,605 per annum to £25,928 per annum at September 2018 rates). There are also generous benefits; current benefits are detailed below.

### Holidays

The Events Officer will be entitled to take as holiday all published School holidays, as published in the School Calendar, except for 20 days to be worked in the holidays and any relevant INSET days.

### Bank Holidays and Saturdays

The Events Officer will 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.

### Sports membership

Staff are entitled to free membership of the School Fitness Suite, which comprises a 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 and your letter of application should be sent, via email, to [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk). The letter of application should be addressed to Mrs Jeffrey, Principal, and include:

- Your understanding of the distinctive nature of the School and this role
- How your skills and experience meet the requirements in our person specification and job description
- Why you wish to apply for this role and what particular contribution you would make

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, 22 March 2019**

**Interview Date: Wednesday 27 March 2019**

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 on 01245 467588 should you have any queries.

