

Founded 1642



New Hall School

The Best Start in Life



Appointment of School Administrator (Examinations)

Application closing date: midday, Wednesday 13 August 2025

Start date: from September 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 23 years ago and, now that I am both the longest serving Head of a school in HMC and the longest serving Head in New Hall's history, 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 25 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 with Heilig Graf Secundair, Turnhout, Belgium, which share the ethos of the Canonesses of the Holy Sepulchre. New Hall also works closely with the other Catholic independent schools in Brentwood Diocese.

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

New Hall is looking for a reliable and highly organised School Administrator (Examinations) to join our welcoming School Administrator team. In this vital role, you'll support the smooth running of all internal and external exams, ensuring the highest standards of accuracy, compliance and care.

Day to day, you'll be responsible for supporting with exam entries, timetables, seating plans, results and the secure handling of exam papers and certificates. You'll work closely with the Examinations Manager, colleagues across departments and with the SENDCo to ensure access arrangements are in place for students who need them.

We're looking for someone with strong administration experience, excellent attention to detail and the ability to manage deadlines under pressure. Confidence using Microsoft Office, particularly Excel, is essential. Experience in a school or exams setting is desirable, but not essential.

Salary & Benefits

Salary

New Hall has its own salary scale. The salary range is between £21,635pa - £22,063pa for term time only working, plus one week (FTE: £26,208pa-£27,405pa (S1-S3)).

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%.

Hours of Work

The normal hours of work will be 8.00am-5.30pm, Monday to Friday, term time only. There is a one-hour unpaid lunch break each day. Due to the nature of the role, a degree of flexibility is required, particularly during the peak examination periods. The School Administrator (Exams) is also required to work 4 days around the A Level and GCSE results in August (i.e. Wednesday and Thursday of each results week). Due to the nature of this role in an educational setting, with its emphasis on community and safeguarding, this role is performed at the School site.

The School Administrator (Exams) 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. You will also be required to attend the annual Sports Day on a Saturday in the Trinity Term, and attend Exhibition Day, which is usually on the final Saturday of the academic year.

Holiday

You are entitled to the statutory minimum holiday entitlement of 28 days, inclusive of bank holidays, which is deemed to be taken during the School holidays, in accordance with the published dates in the School calendar.

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 in Term Time

Currently, all staff can 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 annual review.

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.

Technology

The School Administrator (Exams) 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, at a discounted rate, 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 - School Administrator (Examinations)

The School Administrator (Examinations) supports the Examinations Manager, ensuring the effective operation of examinations at New Hall. The following list is not exhaustive but serves as an indication of what the role encompasses. The administrative staff work well as a team and assist each other at busy times.

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 Examinations

- 2.1 to assist the Examinations Manager with the electronic entry of students to the appropriate examinations and tiers of entry, ensuring that entry codes are correct
- 2.2 to distribute entry forms and to ensure the correct despatch of examination scripts to the relevant examiners
- 2.3 to coordinate timetables for internal and external examinations
- 2.4 to assist with the management of examinations, including room bookings, and to liaise with the Operations team to ensure the correct layout of examination rooms
- 2.5 to assist with the beginning and end of examinations, when required
- 2.6 to assist with the management of examination registers, ensuring they are completed accurately and are submitted to the Attendance Officer in accordance with internal deadlines
- 2.7 to liaise with Heads of Departments and Heads of Division to compile entry information
- 2.8 to produce examination timetables and to distribute entry information and timetables to candidates
- 2.9 to help co-ordinate the team of invigilators, including assisting with training
- 2.10 to manage the system for the distribution of examination certificates in accordance with the recommendations of the examination boards
- 2.11 to ensure all stationary, materials and other requirements are provided for examinations

3 General Administration

- 3.1 to provide a professional response to telephone enquiries and to ensure that messages are actioned promptly and accurately
- 3.2 to open and to sort mail
- 3.3 to draft letters and emails on behalf of SLMT in a timely manner, and to ensure that staff have copies of relevant correspondence
- 3.4 to proofread documents and to ensure that they are in the house style and in accordance with the School's Admin Guidelines
- 3.5 to review administrative processes and to make proposals for efficiencies and cost savings
- 3.6 to provide support for the School's wider administrative needs, as requested

4 Pastoral and Health & Safety

- 4.1 to work co-operatively to create a safe, purposeful and positive working environment for students and staff
- 4.2 to promote and safeguard the welfare of students by ensuring compliance with the Safeguarding & Child Protection Policy at all times
- 4.3 to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL)
- 4.4 to comply with the Health & Safety policies and Medical & First Aid policies and procedures and to co-operate with colleagues to achieve high standards of health & safety

5 Staff

- 5.1 to foster good working relationships based on care, trust and respect

6 Communication

- 6.1 to communicate effectively with prospective and current parents and to promote good relationships with parents

7 Community Outreach

- 7.1 to support our sponsored primary school, Messing Primary School, and Catholic independent schools in Brentwood Diocese, by sharing joint INSET
- 7.2 sharing good practice and resources
- 7.3 to support New Hall Voluntary Service (NHVS) and other charitable work of the School
- 7.4 to support New Hall Parent Association (NHPA) events
- 7.5 to strengthen the School's reputation and profile as a leading School of its type

8 Finance & Sustainability

- 8.1 to seek to ensure value for money
- 8.2 to consider sustainability and to minimise waste
- 8.3 to contribute ideas for cost saving initiatives

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 a dynamic and forward-thinking School. In addition to the below, all candidates should have a clear understanding of, and a commitment to, the aims of a Catholic independent school. They should 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"> to be educated to A Level or equivalent to have experience of examination administration to understand the importance of promoting and safeguarding the welfare of children to have excellent communication skills, including a high standard of spoken and written English to have strong IT skills, including the use of databases and spreadsheets 	<ul style="list-style-type: none"> to have experience of working within secondary education to have training in Data Protection
Personal Attributes	<ul style="list-style-type: none"> to display high levels of accuracy and attention to detail to be able to establish priorities and to work to tight deadlines to be able to work as part of a team to have integrity and the ability to give clear and consistent witness to the values of care, trust and respect 	

Application Process

Department Contacts and Social Media

For further details regarding New Hall School, or an opportunity to discuss the role, please contact Dr Paul Tiffen, Vice Principal: p.tiffen@newhallschool.co.uk), or telephone: 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 closing date: midday, Wednesday 13 August 2025
3. Interviews will take place shortly after the closing date

The successful candidate may take up the role from September 2025, subject to notice and pre-employment checks.

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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