

Founded 1642



New Hall School
The Best Start in Life



Appointment of School Shop Manager

newhallschool.co.uk

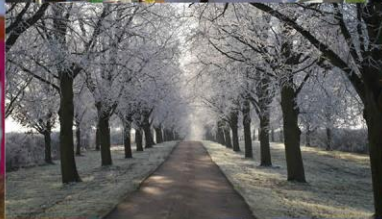
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

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'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 at the Times Educational Supplement Awards and Financial Initiative of the Year (2016) for our Green Travel and Transport Strategy. New Hall was assessed as outstanding in its 2013 Diocesan and 2014 (Boarding) inspection, and as 'excellent' in all areas (the highest category) in its 2016 ISI inspection. The Principal was shortlisted for the TES Headteacher of the Year, 2015.

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. 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 working hours for this role are from 8.30am-5.30pm, Monday to Friday, all year, with a one hour unpaid meal break. All staff are required to attend relevant INSET (staff training) days.

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

The School Shop Manager reports to the Domestic Facilities Manager. As the Shop Manager, you will be responsible for the day to day running of the School Shop. You will develop new opportunities such as new product lines and look at ways in which to enhance customers experience in line with the retail strategy. You will help develop business strategies to raise store traffic and optimise profitability.

Key Responsibilities

- 1.1 Manage shop school uniform displays and ensure stock levels are managed effectively.
- 1.2 Manage the Nearly New uniform sales service.
- 1.3 Printing of initials onto bags/clothing.
- 1.4 Develop the customer experience program to maximise sales and deliver exceptional customer service.
- 1.5 Develop new stock lines, such as
 - School merchandise (mugs, umbrellas, pens etc),
 - New Hallian Society merchandise (cufflinks, ties, scarves etc),
 - Stationary, stamps, school equipment, sundries.
 - Tuck shop
- 1.6 Manage all cashing up and banking procedures in the shop.
- 1.7 Manage shop assistant/s and staff rota.
- 1.8 Produce weekly reports on shop sales figures, according to school needs.
- 1.9 Provide a uniform fitting service to pupils and parents, in order to determine the sizes required to be fulfilled in store, or before ordering online.
- 1.10 Offer advice and guidance regarding the fit of uniform/sports wear in line with school regulations.
- 1.11 Offer advice on the use of the uniform provider website.
- 1.12 Ensure school opening hours are well advertised.
- 1.13 Attend open mornings to promote service to parents

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 suit a candidate seeking a professional challenge and opportunities for career development in a dynamic and forward thinking school.

The post holder should have a clear understanding of and a commitment to the aims of a Catholic independent school. S/he will be expected to support the values and ethos at the heart of New Hall School as expressed, for example, in the Mission & Ethos Statement of the school.

	Essential	Desirable
Education	GCSE Maths and English or equivalent	
Experience	Experience working in retail, including reporting on sales figures Banking/Cashing up	Experience with School Uniform fitting service
Skills and Aptitudes	Outstanding Customer Service, ability to deal and relate to parents, students and staff. Ability to work within a team and motivate team members. Excellent communication, organisational and management skills	Management experience
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children Common sense and initiative Flexibility to adjust to change and development	

Salary & Benefits

Salary

The salary range for this post is currently between £21,181 per annum and £25,420 per annum, depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC21 and NHC27 on the New Hall Pay Scale.

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. All holiday is subject to the approval of the departmental manager.

Bank Holidays and Saturdays

The School Shop Manager 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, 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, Monday 15 January 2018

Interview Date: Thursday 25 January 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.

