

Founded 1642



New Hall School
The Best Start in Life



Appointment of Sports Facilities Assistant / Lifeguard

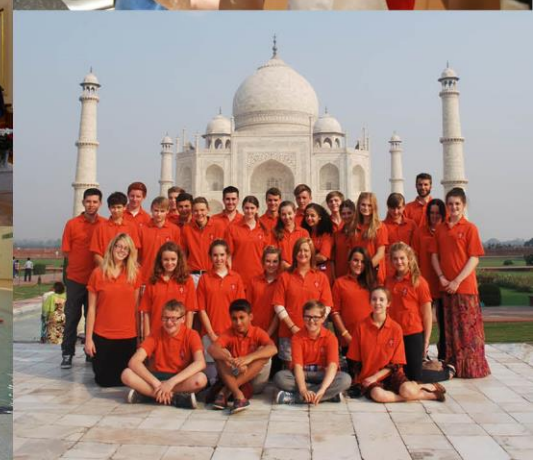
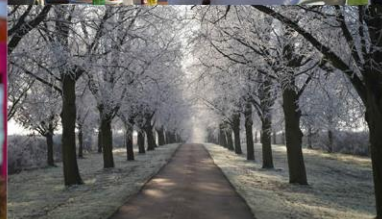
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New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

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 girls and boys aged 1-18 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 & 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:

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

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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The Sports Facilities Department

The department is made up of a team of Sports Facilities Assistants/Lifeguards and Casual Lifeguards, led by the Aquatics and Sports Facilities Manager. During the school day, facilities are reserved for sole use by the school for PE and Games activities. A close working relationship with the Directors of Boys' and Girls' Sports and the wider PE Department is essential to the management of these facilities.



From 6.30pm on weekday evenings, the facilities are available to let to external organisations and we currently have regular agreements with Chelmsford Swimming Club, Chelmsford & Writtle Hockey Clubs, Chelmsford Netball Club and Essex County Cricket Club. At weekends, the facilities are let externally when not required by the school for fixtures or events. The Aquatics and Sports Facilities Manager and their team are responsible for the set up and general condition of the sports facilities, both for school and external use. Private membership of the swimming pool is available to current parents, students & staff and their families. Specific member times are reserved each week within the pool timetable.



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 working hours for this role are 20 hours per week, on a variable shift rota, over 7 days, all year round. Shifts will be variable in length and will be between 4pm and 10.30pm each day. Shift patterns are variable to suit the needs of the school and will vary considerably during school holiday period. All staff are required to attend relevant INSET (staff training) days.

Applications are also welcome from candidates wishing to work on a casual basis.

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 Sports Facilities Assistant/Lifeguard reports to the Aquatics and Sports Facilities Manager. Duties and responsibilities include:

1 Lifeguard and General Duties

- 1.1 To undertake the duties of a lifeguard to RLSS standards
- 1.2 To test the chemical levels and temperature of the pool as shown in training
- 1.3 To undertake the cleanliness and hygienic operation of the pool and sports facilities
- 1.4 To provide first aid treatment to sports facilities users
- 1.5 To understand and follow the guidelines laid down in the Normal Operating Procedures (NOP) and the Emergency Action Plan (EAP) held in the swimming pool office
- 1.6 To undertake monthly training to maintain lifeguard qualification
- 1.7 To undertake reception duties including answering the telephone, dealing with customers and using the till
- 1.8 To have responsibility for the use of the till and for regular readings to be taken to the bursary
- 1.9 To be responsible, in conjunction with security staff, for the security of the building
- 1.10 To assist with the setup of the sports equipment in all of the sporting areas
- 1.11 To oversee students and staff in the fitness suite
- 1.12 To ensure the daily health and safety check sheet is completed and to report any findings to the Aquatics and Sports Facilities Manager
- 1.13 To arrange cover for shifts by contacting Casual Lifeguards or by covering casual shifts themselves
- 1.14 To check the bookings diary on a daily basis and ensure the court set up is correct and that current bookings information is displayed on the office notice boards

2 Sports Facilities Bookings

- 2.1 To prepare a waiting list of suitable groups who want to use the sports facilities
- 2.2 To ensure the sports groups, who pay on the day, pay the correct amount which matches the booking form
- 2.3 To maintain the nets on the football and hockey goals and order any parts required, liaising with the Estates Department to arrange setting up
- 2.4 To monitor the behaviour of the sports lettings groups and inform the Aquatics and Sports Facilities Manager of any concerns

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

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
Education	<p>Educated to GCSE Level</p> <p>Hold an up to date NPLQ Qualification</p>	GCSE/ A Level in PE
Experience	<p>1 year as a lifeguard</p> <p>First Aid trained</p>	Experience of managing a bookings system
Skills and Aptitudes	<p>Excellent communication, organisational and management skills</p> <p>Knowledgeable in the use of a variety of sporting equipment and facilities</p>	Good IT skills
Disposition and personal qualities	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Common sense and initiative</p> <p>Ability to relate effectively to students</p> <p>Ability to motivate others and build teams</p> <p>Flexibility to adjust to change and development</p> <p>Motivated, energetic and reliable</p>	

Salary & Benefits

Salary

The salary for this post is currently £8,580 per annum, together with the generous benefits detailed below. This is point NHC12 on the New Hall Pay Scale C (full time equivalent salary range £17,160 per annum).

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 .

Bank Holidays and Saturdays

The Sports Facilities Assistant 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.

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. 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, 25 June 2019

Interview Date: Friday 28 June 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.

