

Founded 1642



New Hall School



APPOINTMENT OF HEAD OF HUMAN RESOURCES

JULY 2024 | REFERENCE: FNHAB

PRINCIPAL'S WELCOME

Thank you for your interest in this leadership 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 works 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 girls' school; 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; we were also 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. Facilities include a farm, a woodland school, orchards, a Learn-to-Ride Centre and an Equestrian Centre. As we move into the next phase of our development plan, we are looking for someone excited by change management. The successful candidate will have the energy and drive to develop and grow our boarding provision.

We hope this document provides further information about New Hall School and this exciting opportunity to join us.

Kind Regards,



Katherine Jeffery
Principal



ABOUT NEW HALL SCHOOL

New Hall School is a Catholic independent boarding & day school for girls and boys aged 1-19. Founded in Liège, (in what is now Belgium), in 1642, the school is one of the oldest Catholic schools in the UK. The faith which lies at the heart of our school's foundation, remains essential to its character today.

From the moment New Hall students first travel up the mile-long, tree-lined avenue that leads to the grand façade of the former Tudor palace, they will be given individual opportunities to grow, learn, be challenged and to develop into confident young men and women. New Hall is set in an idyllic and convenient location, on the outskirts of the City of Chelmsford, Essex, just 30 minutes by train from London and within easy reach of all major London airports.

As a Catholic independent boarding & day school, at New Hall with every student we aim to educate the whole person: academically, creatively and socially, in a community which also nurtures the spiritual dimensions of human life.

In recent ISI Inspection reports, the New Hall Voluntary Service (NHVS) was highlighted as a "significant strength" and the 2019 report that rated the school as 'Excellent'. Additionally, we have recently been 'Highly Commended' in the category of Outstanding Sport in a Large School by the Independent Schools Association (ISA).

FACILITIES

The school has excellent facilities, many of which are floodlit: 8 netball courts, 2 all-weather hockey pitches, 6 rugby pitches & a 3G rugby training pitch, athletics track, 12 golf practice bays & launch monitor, 5 cricket wickets including a dedicated girls' facility, indoor & outdoor cricket nets, 25m indoor pool, 10 tennis courts, sports hall and fitness suite.

Dynamic leadership over the past 22 years by Principal Mrs. Katherine Jeffrey has led to significant capital investments, including the construction of a purpose-built Nursery, a Sixth Form Centre with a new silent study space, a Chaplaincy suite, and two flexible outdoor performance spaces.

Future developments include new dance studios, examination halls, and a Sixth Form Languages & Business Centre.

In 2023, New Hall expanded by acquiring New Hall Park Farm, a 70-acre site located 2.8 miles away in Little Baddow. This site will host a £3 million equestrian center, set to open in September 2024, which will feature livery facilities and outdoor schools.

The main campus already features a Learn-to-Ride Centre with two simulation horses, providing expert coaching for riders of all levels.

In 2012, the school established the New Hall Multi Academy Trust (NHMAT) and began sponsoring Messing Primary School, an Ofsted-rated 'Good' school with 'Outstanding' features. Looking ahead, we are keen to explore new ventures and opportunities to grow the family of schools.





OUR AIMS

As a Catholic independent coeducational boarding School, New Hall sets out to provide its students with the best start in life.

The School Aims:

To give students an experience of life in a Christian community:

- ◆ Affirming each individual as a unique part of God's creation, and nurturing in each person a sense of dignity and self-worth
- ◆ Fostering caring relationships, a sense of team spirit, and respect for others

To inspire students to develop their God-given gifts and talents to their full potential:

- ◆ Intellectual
- ◆ Spiritual
- ◆ Social and emotional
- ◆ Aesthetic and physical

To provide a broad and balanced education, rooted in the school's Catholic foundation, which is responsive to and supportive of the needs and aspirations of the individual:

- ◆ Fostering intellectual curiosity, a desire to seek truth, and a life-long love of learning
- ◆ Enabling students to discover their own strengths and weaknesses, to learn from 'failures', and to develop the self-discipline and determination to persevere, in order to pursue their goals in a rapidly changing world

To enable staff to be aware of the values and vision of the school and to give them support and encouragement to carry out their professional duties and responsibilities in the pursuit of excellence, with pride and commitment.

MISSION & 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.

Catholic Foundation

Our Catholic foundation and ethos is central to all that we do, supported by the work of our lively [Chaplaincy](#) Team. At New Hall, a special value is placed on love and forgiveness, which encourage relationships based on trust, kindness, self-respect and care for those in need. Students meet every week in our historic and beautiful Chapel, which has been a place for daily prayer for over 200 years. It is a peaceful place where those of all faiths and none can find stillness and calm. It provides a sanctuary from a busy world.

Students participate in the planning of liturgies and take an active role in various ministries as servers, readers and musicians. The acoustics of the Chapel enhance the fine liturgical music that enriches the worship.

All students participate in our award-winning [New Hall Voluntary Service \(NHVS\)](#), where they gain confidence, leadership and team-working skills and a desire to serve others. They will develop a sense of charity and community that will remain with them beyond their years at New Hall.





THE ROLE

This is an exciting opportunity to bring strong leadership to our experienced Senior Leadership & Management Team (SLMT), providing HR advice on complex issues. This is a key role in the largest Catholic boarding & day school in the UK. New Hall offers an exceptional working environment, in a stunning, Grade I listed historic setting. With a staff of around 350, New Hall is a warm, welcoming and supportive community.

The Head of HR has responsibility for the oversight of staffing matters for New Hall School Trust, New Hall Enterprises Ltd and New Hall Multi-Academy Trust. They will have proven leadership & management skills and supervisory experience, coupled with strong commercial acumen. The Head of HR line manages the HR team and reports to the Vice Principal. A CIPD Level 7 qualification or equivalent is required.

The Head of HR will work closely with the HR Committee on the organisation and co-ordination of professional review, development and support for the staff. This enables the school to meet fully its objectives now and in the future.





KEY RESPONSIBILITIES

Senior Leadership and Management

- ◆ To manage HR functions to provide effective and supportive HR services, defining priorities and adapting resources as needed
- ◆ To stay updated on inspection criteria, Employment Law, HR policies, and procedures, ensuring compliance and effectiveness
- ◆ To handle HR matters for school inspections and compliance
- ◆ To ensure staff awareness of the Employment Manual, including Health & Safety, safeguarding, and risk management
- ◆ To attend SLMT and bi-weekly HR Committee meetings, providing advice, guidance, and preparing necessary documents
- ◆ To lead staff disciplinary, grievance, capability, or redundancy hearings and appeals
- ◆ To oversee occupational health reviews and return-to-work strategies
- ◆ To manage the annual pay review program for all staff
- ◆ To provide HR support to New Hall Multi-Academy Trust and its sponsored school
- ◆ To plan, monitor, and oversee staff well-being programs, including mentoring, ensuring staff know where to find support and guidance
- ◆ To contribute to and implement the annual and 3-year School Development Plan (SDP) in line with strategic aims

KEY RESPONSIBILITIES

Recruitment and Induction

- ◆ To oversee the recruitment and selection of staff
- ◆ To review and develop the induction programmes in school and to support those who contribute to/run such programmes, and to deliver some programmes as appropriate
- ◆ To oversee and manage the UK Visas and Immigration regulations for staff, as required

Professional Review, Training and Development

- ◆ To contribute to the operation, evaluation, and development of the annual professional development and performance review programme for all school staff, which is integrated with the objectives of the School Development Plan and the professional needs of staff
- ◆ To review job descriptions with line managers to ensure that these are kept up-to-date annually
- ◆ To ensure that all personnel files are kept up-to-date and compatible with inspection regulations
- ◆ To collate all staff training records and to approve support staff INSET training
- ◆ To ensure arrangements are in place for all trainee teachers and NQTs for relevant induction/mentoring programmes

Administration

- ◆ Maintain the Single Central Register and ensure annual checks by a Governor/external audit
- ◆ Ensure all pre-employment checks are conducted and references received
- ◆ Create and finalise staff recruitment adverts, job details packs, and interview questions; assist with candidate hosting
- ◆ Embed data protection awareness akin to Safeguarding in the school's professional culture
- ◆ Monitor HR policies' GDPR compliance; make recommendations on flexible working to the HR Committee
- ◆ Produce regular reports on staffing trends (e.g., absence, recruitment, diversity, retention)
- ◆ Oversee return-to-work interviews and annually review/update templates such as offer letters and contracts
- ◆ Ensure timely issuance of offer letters, contracts, and other documentation with accuracy
- ◆ Draft references for current and former staff; oversee Equal Opportunities policy implementation
- ◆ Maintain accurate data in PASS and generate useful management reports
- ◆ Ensure confidentiality and safeguard personnel information
- ◆ Contribute to Governor reports each term



THE PERSON

Qualifications

- ◆ Educated to degree standard or equivalent professional qualification
- ◆ CIPD Level 7 qualified or equivalent

Essential Experience, Skills & Knowledge

- ◆ Proven experience of working at HR management/supervisory level
- ◆ Knowledge and understanding of HR matters in an educational setting
- ◆ Proven experience of managing staff
- ◆ Experience of process improvements and/or systems implementations
- ◆ Knowledge of an HR Management Information System (MIS)
- ◆ Excellent organisational and management skills
- ◆ Excellent written English, strong verbal communication and customer service skills, including managing difficult discussions
- ◆ Strong IT skills, including Microsoft Office
- ◆ Commercial acumen
- ◆ Strong organisational skills
- ◆ Problem-solving skills
- ◆ Ability to motivate others

THE PERSON

Personal Attributes

- ◆ Understanding of the importance of promoting and safeguarding the welfare of children
- ◆ High levels of personal and professional integrity, discretion and confidentiality
- ◆ Ability to give clear and consistent witness to the values embedded in the school's Catholic ethos
- ◆ Highly motivated, proactive and keen to learn
- ◆ Approachable
- ◆ Ability to think strategically and to express views confidently and constructively
- ◆ Flexibility to adjust to change
- ◆ Willingness to participate enthusiastically in school life
- ◆ Enthusiastic approach to collaborative work

Desirable:

- ◆ Experience working in an HR role within an educational establishment
- ◆ Knowledge and understanding of boarding education
- ◆ Understanding of data protection requirements (training will be provided)
- ◆ Confidence in delivering training to staff
- ◆ Knowledge of PASS (MIS) and MyNewTerm (recruitment portal)



TERMS OF APPOINTMENT

School address: New Hall School, The Avenue, Boreham, Chelmsford, Essex, CM3 3HS

This is a senior role and requires the successful candidate to work full time on site.

Salary & Benefits:

Salary

- ◆ This is a Senior Leadership post with a competitive package dependent on experience. A relocation package is available

Holidays

- ◆ 35 days holiday. Holiday should be taken in the school holidays and Members of the SLMT are required to work the days around the A Level and GCSE results in August

Pension

- ◆ 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 3%

Training

- ◆ New Hall is committed to professional development of staff and will support further inservice training as required. There are generous INSET and Continuing Professional Development (CPD) budgets

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. This role includes a reduction of two thirds of the day fees for children from Reception to Year 13

Sport membership

- ◆ As an employee, you are able to make use of a discounted annual membership rate for the New Hall Sport Club.



HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to New Hall School on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **FNHAB**. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is midday on Friday 9th August 2024.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



Saxton Bampfylde

