

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Nursery Manager

Application closing date: midday, Friday 5 December 2025

Start date: March 2026, or sooner

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 expanding 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

After six and a half years of service and creating the exceptionally inspiring Nursery provision we have today, our current Nursery Manager is moving on to an external opportunity as a regional manager for nine nurseries. As a result, we are looking to recruit a new Nursery Manager to lead with warmth, professionalism and unwavering dedication.

The Nursery Manager has overall responsibility for the day-to-day running of the Nursery, leading a team of staff and liaising with parents. They will maintain the high standards of policy and procedure implementation within the Nursery and deliver an outstanding level of care and education for children aged 1-4 years.

The Nursery Manager will provide operational management of the Nursery facilities and staff to ensure a balanced programme of childcare provision, delivering effective and appropriate, high-quality education and childcare.

The Nursery Manager reports to the Principal. They will work autonomously in relation to the day-to-day management of the Nursery, with the guidance and support of the Principal. The role requires the confidence to make day-to-day decisions thoughtfully and with a high degree of sensitivity to the needs of the children and their families.

The Nursery

Our well-established 80-place Nursery, set within 70 acres of beautiful, historic parkland in the heart of the New Hall School estate, provides an inspiring environment where children can explore, learn, and thrive, both indoors and out.

As part of a 1-19 school with the opportunity for continuous education on one site, our younger children benefit from all the first-class facilities and resources of the campus. The Nursery and Preparatory Divisions work closely together, for the benefit of our children's education. A number of senior, specialist and support staff work across both Divisions.

The Nursery has been carefully designed to support all areas of children's development. Glazing, natural woods and calming tones create bright spaces that facilitate well-being and personal development. An exciting outdoor learning environment incorporates a canopied area, sand and water zones, and changes in elevation and natural planting, all of which nourish children's imagination and provide safe surroundings for them to be active. Nursery children also enjoy visits to our on-site Farm, which includes rabbits, pigs, chickens, ducks, sheep and pygmy goats.

Our values, beliefs and aims are all underpinned by our Catholic ethos, which recognises and celebrates everyone as special and unique. Children at New Hall are cherished and, because they feel safe and secure, they thrive personally as well as academically. We pride ourselves on promoting Christian values and principles so that children are well-behaved, polite and responsible. We encourage them to be caring, trusting and respectful towards others.

New Hall Nursery truly gives the best start in life, as our children take their first steps in developing their passion and curiosity for learning.



Salary & Benefits

Salary

New Hall School has its own salary scale. The salary range for this post is £53,571.70pa-£59,753.03pa (M12-M15), depending on qualifications and experience.

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%.

Holiday

The Nursery Manager will be entitled to 35 days' holiday per year, including bank holidays. All holiday is subject to line manager approval. New Hall closes between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures. The period of time for annual closure is kept under regular review and may vary in future years. Holiday should usually be taken during School holidays, as published in the School calendar. Some holiday may be taken in term time, subject to approval by the Principal.

Hours of Work

The Nursery Manager works 45 hours a week on a rotational shift basis to cover the opening hours of the Nursery. The working hours are all year round, with a one-hour unpaid lunch break each day. In view of the nature of the role, you may be required to work additional hours for the proper performance of your duties, for which no further remuneration will be paid. A generous benefits package has been included to allow for the times when the working hours are increased. A degree of flexibility is required, taking into account the nature of working at an independent boarding school.

New Hall, New Perks

Meals in Term Time

At New Hall, staff can enjoy a delicious, freshly prepared lunch every day during term time - free of charge. It is a great way to take a break, refuel, and catch up with colleagues, all while enjoying the same high-quality meals that make our dining experience so special.

Sports Club Membership

You will also 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

Health and Wellbeing

At New Hall, staff wellbeing is important to us. You can enjoy a free annual medical check at our Health & Wellbeing Centre, book convenient on-site appointments with our School nurses, have access to flu vaccinations at a subsidised cost, and access one of the School bikes to get around site in a fun and eco-friendly way.

Clubs

Being part of the New Hall community means there is plenty to get involved in beyond the workplace. Staff can enjoy clubs designed just for them - from ballet to language lessons - offering a great chance to learn something new, stay active, and connect with colleagues. If you have a passion that you want to share, there is always the opportunity to set up your own club, making our community as diverse and dynamic as the people within it.

Social

Every Friday during term time, staff are welcome to unwind at the Denford Bar – a great spot to relax and socialise with colleagues at the end of the week. Alongside this, our New Hall Voluntary Service (NHVS) offers staff the chance to give back through a variety of community projects, creating meaningful connections and making a positive difference beyond our School gates.

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.

Nursery

Staff children have priority for places, which may be part time or full time.

Job Description – Nursery Manager

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

2. Leadership

- 2.1 to lead and manage the team of staff within the Nursery ensuring that appropriate ratios are maintained, duties and responsibilities are distributed and adhered to (including management of holidays) and that everyone is sharing a common vision to work alongside the Admissions Department in managing the occupancy, ensuring maximum capacity throughout the year
- 2.2 to work with the HR Department to recruit and retain outstanding Nursery staff
- 2.3 to carry out staff supervision and performance management of Nursery staff in accordance with School policies
- 2.4 to support staff in the use of online assessment data to identify strengths and weaknesses and set challenging targets that will raise academic achievement
- 2.5 to take up the opportunity for Continuous Professional Development through self-directed reading, courses and in-service training
- 2.6 to attend and lead collective worship
- 2.7 to attend and lead staff meetings and INSET sessions, parent information sessions and school functions as appropriate, including marketing events and activities that may run during the evening or at the weekend

3. Regulation

- 3.1 to be responsible for the welfare and health & safety of Nursery children, having regard for the School's Health & Safety Policy, such as by carrying out appropriate indoor and outdoor equipment checks, and operating high standards of cleanliness and hygiene
- 3.2 to ensure that statutory guidelines are strictly followed at all times
- 3.3 to review and develop policies and practice relating to the Nursery at regular intervals
- 3.4 to resource and audit the Nursery appropriately within agreed budgets
- 3.5 to follow School policy and procedure on the use of personal data in accordance with General Data Protection Regulations
- 3.6 to implement planning documentation for the Nursery in accordance with School and Diocesan policies

4. Educational Provision

- 4.1 to ensure that the children experience a broad, balanced, relevant and stimulating curriculum, providing opportunities to become independent learners
- 4.2 to liaise with the Head of Pre-Prep Division and Reception teaching staff to ensure curriculum continuity and progression across the Foundation Stage and a smooth transition for pupils moving into Reception
- 4.3 to teach all areas of the curriculum as required by the School, modelling outstanding practice to other staff, and motivating pupils with enthusiastic and imaginative presentation
- 4.4 to ensure a close match between the learning experiences offered and the individual needs of the children in the Nursery
- 4.5 to support the identification of, and make appropriate educational provision for children with Special Educational Needs, and those who have English as an Additional Language.
- 4.6 to take full account of up-to-date educational theory and practice
- 4.7 to maintain the highest standards of behaviour
- 4.8 to co-ordinate and promote the Nursery wraparound care and holiday provision, which may include working with other children in the Preparatory Divisions during School holidays
- 4.9 to maintain a high standard of display in the learning environment
- 4.10 to ensure that the outdoor learning environment is effectively used and maintained throughout the year
- 4.11 to arrange for resources, equipment and materials to be available in such a way that they are properly cared for and easily accessible
- 4.12 to ensure children's academic progress and personal development is assessed and reported to parents in accordance with the Early Years Statutory Framework, School policies and procedures

5. Pastoral

- 5.1 to foster each child's wellbeing and establish relationships which are based on mutual care, trust and respect
- 5.2 to promote positive home/School links through daily interactions with parents and carers, and the use of the Tapestry online learning platform
- 5.3 to organise, supervise and accompany Nursery trips

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 Person – Nursery Manager

	Essential	Desirable
Catholic Ethos	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	to be a practising Catholic
Education, Training, Skills & Knowledge	- to have Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification - to have a comprehensive knowledge and understanding of EYFS statutory framework, curriculum, assessment and modern teaching techniques - to have excellent written and oral communication - to have excellent IT, organisational and management skills - to be an excellent, creative classroom practitioner - to understand child development and the ability to recognise and respond to individual pupil needs - to have an ability to relate effectively to Early Years pupils, other staff within the School, and parents - to have confidence in delivering and overseeing others who deliver the Early Years curriculum - to have a willingness to develop through further training and courses	
Personal Attributes	- to understand the importance of promoting and safeguarding the welfare of children - to be motivated, reliable and energetic - to have common sense and initiative - to have the ability to lead and motivate others and build teams - to have flexibility to adjust to change and development	

Application Process

Department Contacts and Social Media

For further details regarding New Hall School, or an opportunity to discuss the role, please contact the HR Department, hr@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, Friday 5 December 2025.
3. Interviews will take place the week commencing 8 December 2025.

The successful candidate may take up the role as soon as able, 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:

2025	Independent School Association Awards (ISA)	ISA Senior School of the Year Awards	Finalist
2025	Muddy's Best Schools Awards	Championing Sustainability	Highly Commended
2025	Muddy's Best Schools Awards	Passionate About Sport (Prep)	Highly Commended
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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