

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## HR Operations Administrator

Application closing date: midday, Friday 5 September  
2025

Start date: October 2025 (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 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 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 30 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 Heilig Graf Secundair, Turnhout, Belgium, which share our Augustinian ethos. New Hall also works closely with the other Catholic independent schools in Brentwood Diocese:

- The Ursuline Preparatory School Ilford (a New Hall Partner School)
- Loyola Preparatory School, Buckhurst Hill
- St Mary's Hare Park Primary School and Nursery, Gidea Park
- Ursuline Preparatory School, Warley
- St Philomena's Preparatory School, Frinton

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

The HR Department works in partnership with the Senior Leadership & Management Team (SLMT) to drive improvement across a number of areas in the School, including; the recruitment and development of staff, employee relations, organisational change and culture, and reporting.

The HR Department consists of the following team members, the Head of HR, Deputy Head of HR, and HR Administrator.

We are seeking a driven and dedicated HR Operations Administrator to join our newly formed HR team in developing best practice on ways of working, cultural enhancements, and the smooth running of our HR function. We are a team taking an already existing culture of ambition, success and pace to the next level, through the introduction of a recently rolled out HR management information system and on-the-ground business partnering to embed HR principles into the heart of operational decision making. This role is a key part of that process: ensuring our core systems, processes and practices run efficiently and effectively and constantly striving for new ways to do things better.

Our team has a dual focus on external and internal facing capability. The Deputy Head of HR & Recruitment Lead and HR Administrator focus on ensuring we bring the right people, with the right skills, into the School; and the Head of HR and HR Operations Administrator focus on keeping them there. This role offers the ability to stretch existing HR knowledge, learn from experienced HR professionals with varied backgrounds, and continue delivering the best-in-class service that we're becoming known for.

New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 300, many of whom consider New Hall 'home', this is a fast-paced, varied and rewarding environment.

# Salary & Benefits

## Salary

New Hall has its own salary scale. The salary range is for this role is £33,495 - £36,540 (S9-S12).

## 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

Your normal hours of work will be 8.30am-6.00pm, Monday to Friday, in term time. During School holidays, the hours of work are typically 9.00am-4.30pm, Monday to Friday. There is a one-hour unpaid break each day. Support staff generally work an average of 40 hours per week over the course of a calendar year but in view of the nature of the role, you may be required to work additional hours for the proper performance of your duties. The holiday entitlement and salary range has been enhanced to reflect when the working hours may be increased. A degree of flexibility is required. Due to the nature of the role in an educational setting, with its emphasis on community and safeguarding, this role is performed at the School site.

The HR Operations Administrator 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.

## Holiday

You are entitled to 35 days' holiday per year, including bank holidays. New Hall closes between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures. Holiday should usually be taken during School holidays, as published in the School calendar, however, some holiday may be taken in term time.

## 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. Funding for CPD qualifications is available, following the successful completion of the probationary period.

## Meals in Term Time

Currently, all staff are permitted lunch without charge in term time. Staff having School meals should assist with supervision and take an interest in getting to know students. This is subject to 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.

### **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 reduced cost, 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 – HR Operations Administrator

## 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 Payroll

- 2.1 to upload all changes to the payroll system from the HR system, including for new starters and leavers
- 2.2 to calculate and process attachment of earnings orders
- 2.3 to maintain pension records, including advising TPS, LGPS and Standard Life of new joiners and leavers
- 2.4 to calculate contractual and statutory maternity, paternity and adoption pay
- 2.5 to calculate contractual and statutory sick pay and make relevant deductions
- 2.6 to ensure that salary deductions are processed accurately and in a timely manner
- 2.7 to input worked hours for casual workers and additional hours to the payroll system
- 2.8 to process monthly pensions auto-enrolment and monitor re-enrolment
- 2.9 to process timesheets ensuring the correct authorisation has been taken
- 2.10 to create and distribute payslips, P45s, P11Ds and P60s
- 2.11 to prepare salary calculations for recruitment and offer letters
- 2.12 to maintain salary information schedules for teaching and support staff
- 2.13 to prepare schedules to support in the completion of annual returns for Teachers' Pensions, Standard Life, Local Government Pension Scheme
- 2.14 to monitor annual salary increments and statutory increases and to maintain central records

### 3 HR Advice and Guidance

- 3.1 to provide administrative support to the employee lifecycle process and create contractual change letters, including flexible working requests and other variations to contract
- 3.2 to create resignation acceptance letters for review and signature
- 3.3 to support the family leave policy process including the creation of related maternity and paternity leave letters for review and signature
- 3.4 to offboard leavers on all relevant systems ensuring all leaver actions are completed
- 3.5 to calculate holiday leave entitlement for new starters and leavers, advising line managers accordingly
- 3.6 to complete reference requests for previous or existing members of staff
- 3.7 to complete training administration including requesting training completion and updating records
- 3.8 to renew Disclosure Barring Services (DBS) records for existing members of staff
- 3.9 to be a point of contact for staff queries, directing staff to line managers, where appropriate
- 3.10 to take notes at hearings/meetings (disciplinary, grievance, capability and redundancy consultation)
- 3.11 to ensure the administration of the probationary process is managed effectively

- 3.12 to provide administration support to and data analytics for the successful operation and evaluation of the annual professional development and performance management review process for all staff

#### **4 Governance and Reporting**

- 4.1 to monitor the payroll and general HR mailbox, attending to queries in a timely manner
- 4.2 to always ensure a robust and consistent control environment, and to build this into any process and system developments
- 4.3 to provide general assistance in support of the team when necessary
- 4.4 to present payroll and benefits initiatives to the Senior Leadership Team
- 4.5 to assist with the completion of the School's censuses and other returns
- 4.6 to assist with providing complete documentation to aid inspection processes
- 4.7 to maintain staff files and data on the School's management information systems (MIS) and Single Central Record
- 4.8 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
- 5.2 to work as an effective member of the HR team, demonstrating flexibility to assist with general workload at times of peak volume
- 5.3 to operate with integrity and discretion, maintaining strict levels of confidentiality at all times

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.

## Person Specification – HR Operations Administrator

	Essential	Desirable
<b>Catholic Ethos</b>	<ul style="list-style-type: none"> <li>to have a clear understanding of, and a commitment to, the aims of a Catholic independent boarding &amp; day school and be committed to the values expressed in the Mission &amp; Ethos Statement</li> </ul>	
<b>Education, Training, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>educated to A Level (or equivalent)</li> <li>previous HR or payroll experience (i.e. as a Payroll Administrator/ Assistant/ Generalist)</li> <li>excellent spoken English</li> <li>excellent writing, proofreading and editing skills, including the ability to tailor content and format to different stakeholder needs</li> <li>excellent IT skills</li> <li>strong organisational skills and the ability to prioritise effectively</li> </ul>	<ul style="list-style-type: none"> <li>educated to degree level</li> <li>CIPD qualification</li> <li>compliance training, e.g. Health and Safety, Data Protection</li> <li>experience working in HR in education</li> <li>experience of independent education</li> <li>successful track record in a client-facing role</li> <li>confident using a range of management information systems</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>understanding of the importance of promoting and safeguarding the welfare of children</li> <li>integrity and ability to give clear and consistent witness to values of care, trust and respect</li> <li>motivated and proactive approach</li> <li>ability to work effectively as part of a team</li> <li>discretion and sensitivity and ability to maintain confidentiality</li> <li>committed to a drive for improvement</li> <li>confident demeanour and ability to empathise</li> <li>flexibility to adapt working hours according to School needs</li> </ul>	



# Application Process

## Department Contacts and Social Media

For further details about New Hall School, or an opportunity to discuss the role, please contact the Head of HR, Isabella Winter, [i.winter@newhallschool.co.uk](mailto:i.winter@newhallschool.co.uk) or call 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 will be considered until midday, Friday 5 September 2025
3. Early application is advised as interviews will be on a rolling basis, and we reserve the right to appoint before closing date

The successful candidate may take up the role from October 2025 (or sooner), subject to notice period 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





[hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk) | | 01245 467 588  
 New Hall School, The Avenue, Chelmsford, Essex CM3 3HS