

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Events Manager

Application closing date: midday, Monday 10 November 2025

Start date: December 2025

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

The Events Manager will enjoy working in a vibrant community with a strong sense of teamwork. It is a busy and fast-paced environment; New Hall is 'home' to many students and staff and, as such, there is always a variety of events taking place during the School day, evenings and at weekends.

The Events Manager is responsible for the planning, implementation and recording of a range of events across the whole School (Nursery, Preparatory and Senior Divisions). Key events include, but are not limited to, Open Mornings, prize givings, feeder school educational days, alumni events, sport tournaments and formal dinners.

The Events Manager reports to the Head of Operations.

Salary & Benefits

Salary

New Hall has its own salary scale. The salary range for this position is £39,148pa - £43,269pa (M4-M7).

Pension

Non-teaching 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

This role requires flexibility with working hours, depending on the Events & Lettings programme, which runs throughout the year. Your normal hours of work will be 9.00am-6.00pm, five days per week. Typically, there will be one weekday off during term time, with most Saturdays being a working day. There will be some Saturday work during the School holidays. On the rare occasion that work is required on a Sunday, there will be one weekday off, to be taken the following week. Work will be required for evening events and lettings. You will have 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. In term time, you will be expected to work such additional hours, on weekdays, in evenings and at weekends, as may be required for the proper performance of your role, taking account of the nature of the work in an independent boarding school. The holiday entitlement and salary range has been enhanced to reflect when the working hours may be increased. In addition, you will attend School meetings/events as and when required by the School, which may include INSET days, staff meetings, sports day and open days without additional remuneration or time off in lieu.

Overtime and time off in lieu may not be claimed for management roles or work that falls outside normal working hours but is necessary for the requirements of your role and is part of the regular plan. This additional work is already remunerated in the salary and benefits. On an exceptional basis, where a late finish has been necessary, you may start work later than your usual start time the following day. This must be approved in advance by your line manager on a discretionary basis, and it is your responsibility to obtain evidence of approval before working any additional hours. Any request that has been approved, must be taken in a timely manner, within five days of the additional hours being worked; banking additional hours to be taken in bulk is not permitted.

The Events Manager 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. You will also be required to attend the annual Sports Day on a Saturday in the Trinity Term, and attend Exhibition Day, which is usually on the final Saturday of the academic year.

Holiday

The Events Manager will be entitled to 40 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. Some holiday may be taken in term time, subject

to approval by the Principal. A degree of flexibility will be required. All holiday is subject to line manager approval.

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. And 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.

Technology

New Hall is committed to promoting the digital literacy of our students. The Events Manager will be provided with a School laptop and iPhone.

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.

Job Description – Events Manager

Key responsibilities:

1. Planning & hosting

- 1.1 to support the organisation and delivery of School events, holiday camps and lettings
- 1.2 to manage the Events & Lettings calendar
- 1.3 to act as Duty Manager for the duration of events, where required
- 1.4 to take a leading role in the delivery of School holiday camps and activity schemes
- 1.5 to liaise with Catering, Operations, Estate and IT Departments regarding requirements for events, completing catering and work requests in a timely manner, a minimum of five working days in advance
- 1.6 to produce, circulate and file risk assessments for events and to ensure that Health & Safety requirements are considered
- 1.7 to ensure appropriate Letting Agreements/Venue Hire Agreements are in place for external lettings of School property and facilities
- 1.8 to liaise with the School's insurer regarding event details
- 1.9 to set-up and monitor website/Firefly sign-ups, issue tickets and create badges
- 1.10 to meet and check-in lettings/venue hire groups and ensure all Health & Safety requirements are explained on arrival
- 1.11 to review budgets for events
- 1.12 to ensure that appropriate notice boards publicise forthcoming School events, lettings and School holiday camps
- 1.13 to manage, in partnership with the Finance Department, a schedule of fees for events held across all New Hall sites

2. Design & Evaluation

- 2.1 to design and produce event invitations, posters, tickets and flyers
- 2.2 to evaluate and report on the attendance at events and to ensure feedback is sought following events to assist with future planning

3. Administration

- 3.1 to manage the Events mailbox
- 3.2 to maintain the Events & Camps page of the School website
- 3.3 to maintain and record events data including processed payments, ticket issuance and the balance of accounts for each event

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 - Events Manager

	Essential	Desirable
Catholic Ethos	<ul style="list-style-type: none"> 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 	
Education, Training, Skills & Knowledge	<ul style="list-style-type: none"> to be educated to A Level (or equivalent qualification) to have experience of working in a similar role, ideally within a school setting to have excellent communication, organisational and time management skills to have excellent IT skills, including creative design to have excellent interpersonal skills 	<ul style="list-style-type: none"> to have additional qualifications in events management and/or residential lettings to be educated to degree level (or equivalent qualification) to have experience of independent and/or boarding education
Personal Attributes	<ul style="list-style-type: none"> to have an understanding of the importance of promoting and safeguarding the welfare of children to have a willingness to participate enthusiastically in aspects of boarding school life to have a keen eye for detail to have the ability to work alone and as part of a team to be a self-starter, highly motivated, proactive and keen to learn to have approachability, confident demeanour and ability to empathise to have discretion and sensitivity, including an understanding of professional confidentiality to be patient and positive with a calm approach to have flexibility to adapt working hours according to School needs 	

Application Process

Department Contacts and Social Media

For further details regarding New Hall School, or an opportunity to discuss the role, please contact Mrs Mel Gleeson, Head of Operations, m.gleeson@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, Monday 10 November 2025
3. Interviews will take place shortly after the closing date

The successful candidate may take up the role from December 2025, 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 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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