

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Admissions Administrator (International)

Application closing date: midday, Friday 21 November 2025

Start date: January 2026

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 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 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

At New Hall, we strive to ensure that the procedure of applying for a place is as straightforward as possible. The main entry points to the School are at Nursery, Reception to Year 6, Year 7 (age 11+), Year 9 (age +13), and Year 12 (age 16+).

The Admissions Assistant (International) is responsible for managing applications for non-UK students of all ages. The Admissions Assistant (International) will be confident in interacting with parents, agents and professional representatives. It is important that Admissions staff work well as a team and assist each other at busy times.

Salary & Benefits

Salary

New Hall has its own salary scale. The salary range for this role is £30,906pa -£36,057pa (S6-S11).

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

The working hours for the Admissions Administrator (International) are typically either 8.00am-5.30pm or 8.30am-6.00pm with a one-hour unpaid break each day, Monday to Friday, in term time. During the School holidays, the hours of work are 9.00am-4.00pm with a one-hour unpaid break each day, Monday to Friday. 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, for which no further remuneration will be paid. However, additional holiday has been included to allow for the times when the working day will need to be extended, or weekend work required, and the salary range has been enhanced to reflect those times when the working hours are increased.

A degree of flexibility is required. The Admissions Administrator (International) will be expected to work the first and last week of the School summer holidays, as published in the School calendar. You 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.

Holidays

The Admissions Administrator (International) is entitled to 35 days' holiday per annum, including bank holidays. Holiday should be taken during School holidays, as published in the School calendar. The School closes between Christmas and New Year (Staff must set aside annual holiday entitlement to allow for these closures) and closes for bank holidays.

The holiday allowance includes time in lieu for Open Days, Taster Days and School Fairs, (averaging two weekend events per term).

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.

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. If your child is aged 4-11 and joins the Preparatory Divisions, there is a reduction of one third of the day fees. If your child is aged 11-19 and joins the Senior Divisions, there is a reduction of two thirds of the day fees. There is no staff fee remission for New Hall Nursery/Pre-School (ages 1-4).

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 – Admissions Assistant (International)

Key responsibilities include:

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 Admissions Administration

- 2.1 to be responsible for the administration of overseas admissions enquiries, from first contact with a prospective parent/agent through to the student joining the School
- 2.2 to provide information for the Admissions Committee to assist decision-making regarding entry to the School
- 2.3 to build excellent relationships with a range of boarding agents e.g. through hosting agent tours and visits, representing the School at international recruitment fairs, providing a high-quality Agent Information Booklet and keeping agents informed of key School news and scholarship opportunities
- 2.4 to maintain the database of international agents, international feeder schools and appropriate international educational bodies
- 2.5 to collate guardian information for boarding students
- 2.6 to liaise with the Finance Department over agent commission rates and contracts
- 2.7 to work with the Communications team to prepare literature to market the school to international agents and students
- 2.8 to act as a level one user for the Child Student Visa Route applications; to ensure compliance with the School's Highly Trusted Sponsor status
- 2.9 to ensure that educational guardian information and all Child Student Visa Route documentation for boarding students is collated and shared with Heads of Boarding
- 2.10 to complete the Confirmation of Acceptance for Studies (CAS) for incoming and existing students

3 Events

- 3.1 to assist in the promotion, organisation and running of Open Days, School Fairs, recruitment events and educational days
- 3.2 to work with the Events & Lettings, Admissions and Communications Departments to host visitors at events and fixtures
- 3.3 to evaluate and report on attendance at key events and to ensure feedback is sought following events to assist with future planning

4 Compliance

- 4.1 to ensure compliance with equality, disability, discrimination, data protection legislation and ISI standards
- 4.2 to be familiar with the School's Admissions and Communications policies, terms & conditions, legal obligations and risk factors
- 4.3 to have knowledge of, and adhere to, the Code of Practice for Schools
- 4.4 to update and maintain the School's agency agreement and monitor commission rates to maintain competitiveness
- 4.5 to ensure the School is compliant as an Alternative Collection Location (ACL) for Child Student Visa Route students

- 4.6 to liaise with the Heads of Boarding to handover all Child Student Visa Route documentation for incoming students and ensure police checks are conducted

5 Staff

- 5.1 to foster good working relationships based on care, trust and respect

6 Communication

- 6.1 to communicate effectively with prospective and current parents and to promote good relationships with parents

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 – Admissions Administrator (International)

	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	
Education, Training, Skills & Knowledge	- Educated to degree level (or equivalent qualification) - Possesses strong Microsoft Office and database management skills - Has excellent communication, IT, and organisational skills - Has knowledge and understanding of the principles and practices of customer relationship management - Demonstrates strong writing, proof reading and editing skills, with the ability to tailor content and format to different stakeholder needs - Has excellent attention to detail - Demonstrates awareness of data protection and safeguarding regulations - Has financial acumen - Is able to work as part of a team	- AMCIS Admissions qualification - Knowledge and understanding of independent education - Experience of working in independent education - Experience and appreciation of principles and practices of school admissions - Experience of boarding education - Experience of Child Student Route Visa applications and UKVI guidelines
Personal Attributes	- Understanding of the importance of promoting and safeguarding the welfare of children - A clear understanding of, and a commitment to, the aims of a Catholic independent school - Ability to relate effectively to students - High levels of personal and professional integrity, discretion and confidentiality - Approachable, personable and confident manner, with excellent spoken English - Ability to motivate others and build teams - Willingness to undertake training to develop skills - Proactive approach - Initiative - Willingness to participate enthusiastically in the School's educational and boarding life - Willingness to work flexibly as the needs of the role dictate (including weekend and evening working, on occasions)	

Application Process

Department Contacts and Social Media

For further details regarding the Admissions Assistant (International) vacancy at New Hall School, or an opportunity to discuss the role, please contact the Director of Boarding, Sam Carroll (s.carroll@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 will be considered until midday, Friday 21 November 2025
3. Interviews will take place shortly after the closing date.

The successful candidate may take up the role from January 2026 (or sooner) depending on notice and completion of 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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