

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## **Recruitment & Professional Development Lead**

Application closing date: midday, Thursday 30 October 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

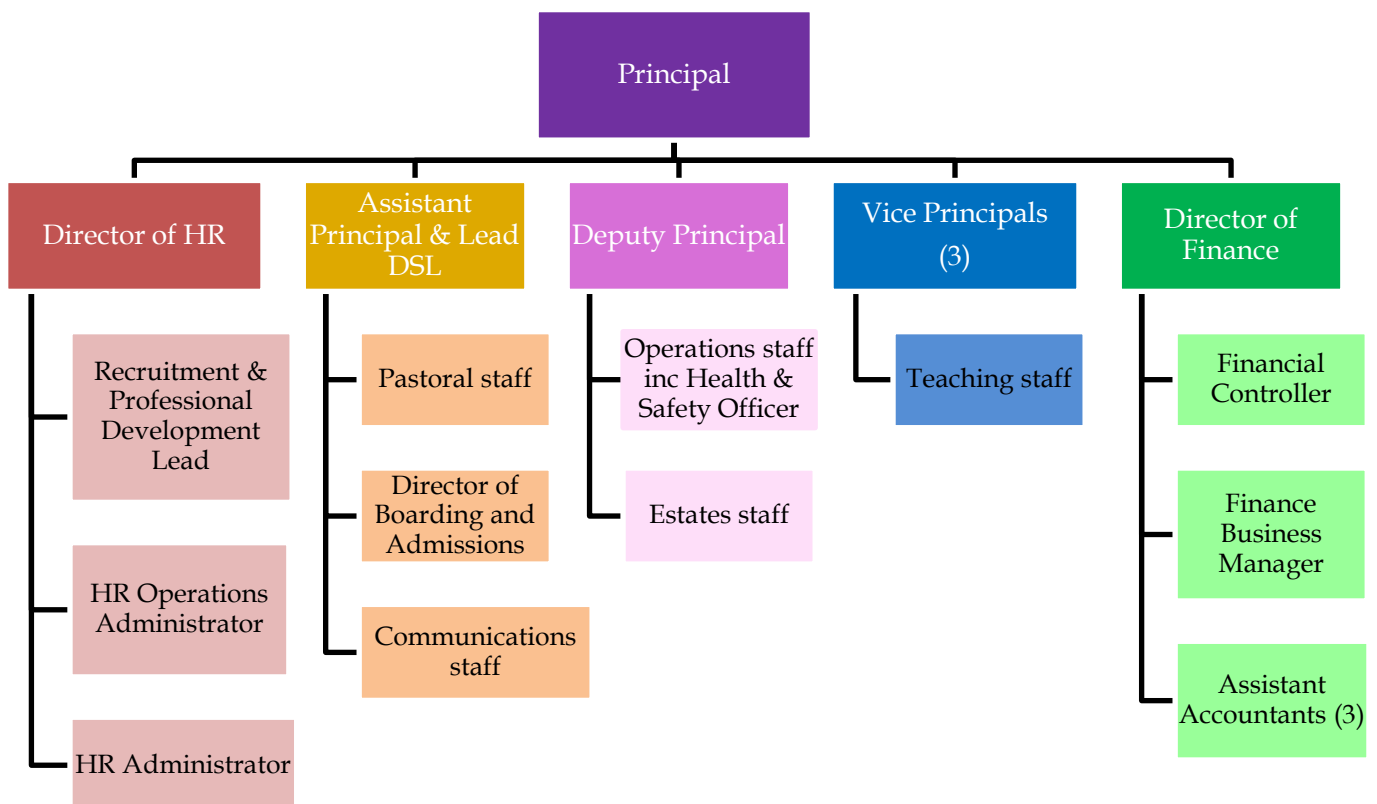
New Hall, a Catholic boarding and day school, provides  
**the best start in life**, enabling students  
to meet confidently the challenges of the wider world.

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

The Human Resources (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/training of staff, organisational change and culture, and reporting. (see Organisation Chart)



*The Executive Assistant reports to the Principal and acts as Clerk to Governors  
The six Heads of Division report into the Principal, Deputy Principal or Assistant Principal*

The HR Department consists of the following team members:

Director of HR  
Recruitment and Professional Development Lead (this role)  
HR Operations Administrator  
HR Administrator

The HR Department is complemented by the work of the School's HR Committee, the membership of which is as follows:

Director of HR (*Chair*)  
Recruitment and Professional Development Lead  
Principal  
Deputy Principal  
Vice Principals  
Assistant Principal  
Director of Finance  
Executive Assistant  
Administrator (*minutes*)

The HR Department meets weekly throughout the year, and the HR Committee meets fortnightly during term time.

We are seeking an experienced and dynamic Recruitment and Professional Development Lead to play a pivotal role in talent acquisition and retention, attracting and developing a high calibre of staff across all areas of the School. This post holder will lead the creation of an innovative recruitment strategy, including its design and delivery, to ensure that New Hall continues to be an employer of choice within the independent education sector. The postholder will also champion professional development and staff engagement, fostering a culture of growth, collaboration, and excellence that supports both professional aspirations and our strategic vision.

This postholder and the HR Administrator focus on ensuring that we bring the right people, with the right skills, into the School, including talent-spotting internally. The Director of HR and HR Operations Administrator focus primarily on retention and preparing staff for their next career step.

The successful candidate will be motivated, with a proactive approach, sharing our ambition to create a values-led, forward-thinking, and efficient HR Department.

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 & Hours of work

## Salary and Hours of work

New Hall School has its own salary scale. The salary for this role is £45,330-£53,572pa (M8-M12). The working hours of the role are 9.00am-6.00pm, all year round. The work pattern will tend to be longer in term time. This is an onsite role, with the possibility of working from home on Wednesdays out of term time.

You are required to be available at certain times during School holidays. This includes:

- the days around the A Level and GCSE results in August (normally the Wednesday of the A Level results week to the Friday of the GCSE week).
- you will normally be expected to be in School for the February half term week (which is peak recruitment time) and the first week of the summer holiday.

## Holiday

You will be entitled to 35 days' holiday per year, including bank holidays. New Hall closes between Christmas and New Year; staff must set aside annual holiday entitlement to allow for this closure period. In view of the seniority 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.

## 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 4% for employees and New Hall currently matches employee contributions up to 4%.

## Staff Benefits

### Technology

New Hall is committed to promoting the digital literacy of our students. The Recruitment & Professional Development Lead will be provided with a School laptop and mobile phone.



### Campus

Staff can explore the School's extensive outdoor learning areas across our 170-acre heritage campus.



### Library

Staff can make use of the School's well-stocked libraries to support professional development and personal interests.



### Freshly Prepared Meals

At New Hall, staff can enjoy a delicious, freshly prepared 3-course meal 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.



### Leadership Pathways

New Hall's investment in staff is shown by the significant number of internal promotions: 79 current staff (27%) have had at least one internal promotion, with 39 of these staff being promoted more than once and 16 staff being promoted more than twice.

The School has a record number of staff who have gone on to Headship/Deputy Headship (15 in recent years).



### Health & Wellbeing

At New Hall, staff wellbeing is important to us. Staff have access to 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 have access to 24/7 counselling support.

School bikes are also available for staff to get around site in a fun and eco-friendly way.

### Continuing Professional Development

The School has a generous CPD budget, which is exceptional in including full or part funding for degrees, diplomas, MA/MPhil qualifications, PGCEs, DELF/DELE modern languages courses, finance qualifications (CIPP, CIMA, ACCA, AAT), HR qualifications (CIPD), music lessons and even driving lessons!

The School runs apprenticeship schemes (Early Years, Chaplaincy, horticulture). New Hall has taken a lead in training teachers, investing £250k in training teachers over a 5-year period.





## Staff Benefits

## Enhanced Holidays

Enjoy additional days on holiday, the ability to take holiday in term time, and the Christmas to New Year School closure that ensures an extended break for all at this time for family and friends.

## Vocations & Faith Development



## 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.



Staff have access to our beautiful, chapel and prayer spaces, and vibrant Chaplaincy. Staff may volunteer with the New Hall Voluntary Service (NHVS) or support our sister community in Rwanda, with opportunities for voluntary work overseas. Funding is provided for courses (eg the CCRS, A Level RS, organ lessons, an MA in Theology/ministry/Catholic leadership).

Staff may join groups for faith development, training in ministries and liturgical music. There are daily opportunities for collective worship: Adoration, morning and evening prayer and Mass. The Careers & Vocations Department and Chaplaincy support staff in discernment of their vocation.

## Connectivity

Just 35 minutes by rail from central London, New Hall enjoys exceptional transport links via Beaulieu Park Station at the foot of its tree-lined private approach road, The Avenue.

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.



## Events

From equestrian displays, inspiring art exhibitions and music concerts, to thrilling sporting fixtures, dance performances, and theatrical productions, there is always something for staff to enjoy. Our exceptional facilities provide the perfect setting for these occasions, fostering a strong sense of community spirit and pride.

Staff are warmly encouraged to attend and take part in the many events throughout the year - whether supporting students, collaborating in creative projects, or simply enjoying the lively atmosphere that makes New Hall School such a special place to work.

## Location

Enjoy the best of both worlds: countryside and city. New Hall has a London commuter station (Beaulieu Park) at its front gate, and benefits from the vibrant and growing facilities of the Cathedral city of Chelmsford. Facilities abound in the city centre and nearby: sports centre and ice rink; farmers markets; shopping centres and retail parks; museum; bars and restaurants; park with weekly Park Run; activity/recreational facilities for parties and socials; centres for equestrian, canoeing and paddleboarding. Within a 25 minutes drive is a dry ski centre. A short drive takes you to the extensive Essex coast and Mersea Island.



# Staff Benefits



## Transport

An electric vehicle fleet is available to staff for business use.

## Long Service Awards



New Hall has annual long service awards, in 5-yearly intervals from 10 years, for the many staff who reach milestones of 10+ to 40+ years. Currently, 57 members of staff have given service here for 10 years or more.

## Parking

Complimentary on-site parking is available for all staff.



## Sport Facilities

Staff and their immediate family are able to make use of New Hall's outstanding sport facilities. This includes: use of our 25-metre, 6-lane indoor swimming pool; 10 floodlit tennis & netball courts; 2 outdoor basketball courts; the School's Athletics track; Fitness Suite, which comprises a range of cardiovascular equipment and free weights.



## Activities & Clubs

Staff can enjoy clubs designed just for them - from the staff choir to ballet and 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.

## Community

Many staff recommend roles at New Hall to friends and family, and several couples have met and married at New Hall!

Recently, three generations of one family worked at New Hall, as support staff. The School employs a high number of Old Fishes (alumni), with typically 8-12 on the staff each year. Several former staff have become Governors of the School, Directors of New Hall's Multi Academy Trust or volunteers with the New Hall Voluntary Service (NHVS).



## Tea & Coffee Provision

Staff enjoy complimentary tea and coffee throughout the day in dedicated staff rooms.



## Staff Socials



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.



# Recruitment & Professional Development Lead

## Job Description

The key responsibilities for the role include:

### 1. Recruitment

- 1.1 to create an innovative recruitment strategy and implement its design and delivery to maximise high quality applications and to provide a first-class experience for applicants, ensuring the strongest possible appointments with the best cultural fit
- 1.2 to analyse trends in vacancies and staff professional development in order to think ahead in terms of succession and the School's needs
- 1.3 to design effective recruitment packs and to evaluate candidates' responses to these
- 1.4 to ensure references are requested prior to interview, to speak with referees and to assist with evaluating references
- 1.5 to create a robust shortlisting framework, including the loop back with other members of the hiring panel
- 1.6 to create effective, tailored interview questions, and to lead the panel's evaluation of these
- 1.7 to plan an effective interview and assessment programme
- 1.8 to be on interview panels
- 1.9 to ensure that pre-employment checks are complete and satisfactory prior to commencement of employment
- 1.10 to share in the responsibility for updating the Single Central Register on a timely basis
- 1.11 to have oversight of the contractual documentation process including the production of offer letters, contracts and, where relevant, Licence to Occupy
- 1.12 to assist with analysis of staff costs by department, making recommendations for efficiencies
- 1.13 to develop and maintain partnerships to support recruitment activities (e.g. with colleges and universities, newspapers and recruitment agencies)
- 1.14 to present at the School's annual careers fair
- 1.15 to use data and analytics to track recruitment metrics
- 1.16 to assist with providing complete documentation to aid inspection processes

### 2. Volunteers and third parties

- 2.1 to oversee the process for checking that regular visitors to the site (e.g. contractors, volunteers and self-employed workers) are complying with the School's expectations and policies
- 2.2 to ensure that there is an accurate register of all people living in School properties and those have an enhanced DBS check if over the age of 16

### 3. Induction, Training and Development

- 3.1 to be the HR lead on developing and training staff
- 3.2 to oversee the new staff induction process
- 3.3 to ensure a) value for money and b) that School Development Plan priorities are met from INSET
- 3.4 to report termly to the HR Committee on the effectiveness of the School's CPD

- 3.5 to create and implement an internal management training programme that ensures all managers/leaders have the skills and knowledge they need for the role, and are following School policies and procedures

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.

## The Person

	Essential	Desirable
<b>Catholic Ethos</b>	<ul style="list-style-type: none"> <li>• 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>	<ul style="list-style-type: none"> <li>• Have some knowledge or experience in the Catholic education sector</li> </ul>
<b>Education, Training, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of promoting and safeguarding the welfare of children</li> <li>• Educated to degree level (or equivalent)</li> <li>• Proven successful experience of working in recruitment</li> <li>• Experience of process improvements and/or systems implementations</li> <li>• Excellent written English, strong verbal communication and customer service skills, including managing difficult discussions</li> <li>• Commercial acumen</li> <li>• Excellent IT skills, including Microsoft Office</li> <li>• Strong organisational skills and the ability to prioritise effectively</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD Level 5 or Level 7 (or equivalent)</li> <li>• Compliance training, e.g. Health &amp; Safety, Data Protection</li> <li>• Experience working in HR in education</li> <li>• Experience of independent/boarding education</li> <li>• Experience of line managing others</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal assessment skills to identify high-potential candidates and team members</li> <li>• Possesses sound judgment and emotional intelligence in evaluating individuals' strengths, integrity, and suitability</li> <li>• Keen insight into human behaviour and motivation</li> <li>• Proven ability to assess cultural and team fit, including ability to assess character and motivation effectively in hiring and team-building situations</li> <li>• Empathy and sensitivity</li> <li>• Approachability</li> <li>• Discretion</li> </ul>	



# Application Process

## Department Contacts

For further details regarding the HR Department, or an opportunity to discuss the role, please contact Mrs Isabella Winter, Director of HR ([i.winter@newhallschool.co.uk](mailto:i.winter@newhallschool.co.uk)), telephone: 01245 467 588.

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 on a rolling basis until midday, Thursday 30 October 2025.
3. Interviews will take place shortly after the closing date.

The successful candidate may take up the role from January 2026, subject to notice and satisfactory onboarding 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	<b>Independent Schools Inspectorate (ISI)</b>	<b>School Inspection</b>	<b>All standards met and NHVS a 'Significant Strength'</b>
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	<b>Independent Schools Inspectorate (ISI)</b>	<b>Regulatory Compliance Inspection</b>	<b>All standards met</b>
2019	<b>Ofsted</b>	<b>EYFS Inspection</b>	<b>All standards met</b>
2019	<b>Independent Schools Inspectorate (ISI)</b>	<b>Material Change Inspection (increase of student roll to 1,500 and inclusion of age range 1-3 years)</b>	<b>All standards met</b>
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
<b>2018</b>	<b>Diocese of Brentwood</b>	<b>Denominational Inspection</b>	<b>Outstanding</b>
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
<b>2016</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Educational Quality Inspection</b>	<b>Excellent (highest category)</b>
<b>2016</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Focused Compliance Inspection for schools with residential provision</b>	<b>All standards met</b>
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
<b>2014</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Boarding inspection</b>	<b>Outstanding</b>
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

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
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New Hall School, The Avenue, Chelmsford, Essex CM3 3HS