

Founded 1642



New Hall School

The Best Start in Life



Appointment of **Compliance Officer**

Application closing date: midday, Friday 2 January 2026

Start date: March 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 are committed to providing an outstanding education within a safe, supportive, and transparent community. As part of this commitment, we are seeking to appoint a Compliance Officer to play a pivotal role in maintaining the integrity, accountability, and trust that underpin our School.

This is a new position that combines three essential strands: compliance oversight, internal complaints management, and data governance. The postholder will lead the School's compliance framework, providing assurance to the Principal and Governors that statutory, legal, and inspection obligations are met consistently.

The postholder will bring expertise, clarity, and authority to complex issues. This will involve translating regulation into practice, and supporting colleagues through sensitive decision-making. At the same time, they will ensure that the School manages and protects its information assets responsibly, maintaining high standards of data protection and harnessing data effectively to support compliance, operations, and governance.

This is a role for an individual of integrity, discretion, and professional authority, who is able to combine legal and regulatory expertise with empathy, diplomacy, and a commitment to our School values. The successful candidate will make a direct contribution to the strength of our governance, the confidence of our community, and the experience of every student in our care.

Salary & Benefits

Salary and Hours

New Hall School has its own salary scale. The scale for this role is £43,269.45pa - £51,511.25pa (M7-M11) depending on experience.

The working hours of the role are 8.45am – 5.45pm, Monday to Friday, all year round. There is an one-hour unpaid break each day. Support staff generally work an average of 40 hours per week over the course of a calendar year. A degree of flexibility is required, taking into account the nature of this role in an independent boarding school. Due to the nature of this role in an educational setting, with its emphasis on community and safeguarding, this role is performed at the School site.

Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

Holiday

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.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Nursery

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.

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.

Job Description – Compliance Officer

1 Catholic Life

- 1.1 to support and 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 promote the strategic aims of the School

2 Compliance and Regulatory Oversight

- 2.1 to oversee the School's compliance framework, ensuring adherence to all relevant statutory and regulatory obligations, including (but not limited to) safeguarding, health and safety, education regulations, visa compliance, company law, charity law, employment law, and financial compliance
- 2.2 to monitor and track all statutory obligations relating to health and safety, including legislative requirements specific to listed sites
- 2.3 to act as an internal audit function, ensuring completion and review of risk assessments for all relevant activities and areas
- 2.4 to monitor and review all School policies to ensure they remain up to date, fit for purpose, and compliant with current legislation. This includes monitoring changes to the Independent School Standards (ISSRs), ISI inspection documentation, National Minimum Standards for Boarding Schools (NMS), and wider statutory guidance
- 2.5 to implement necessary updates and communicate changes to relevant stakeholders
- 2.6 to develop and maintain a Compliance Plan, including scheduled testing, monitoring, and reporting activities
- 2.7 to ensure that compliance activities are documented and that risks are identified and addressed proactively
- 2.8 to liaise with regulators, inspectors, and external advisors (e.g. ISI, DfE, Charity Commission, UKVI, HSE) as required
- 2.9 to conduct internal audits of systems, processes, and documentation to assess compliance with applicable standards. Report findings to the SLMT and recommend corrective actions where necessary

3 Complaints Oversight

- 3.1 to oversee the internal complaints process in line with the School's policy and regulatory obligations (including ISI requirements); offering support to staff in the management of the complaints process
- 3.2 to ensure all complaints are logged, investigated, tracked, and resolved within required timescales. The Compliance Officer may also act as the Investigating Officer in some complaint reviews, and would help to put together bundles
- 3.3 to provide clear, and well-informed advice on the handling of sensitive complaints, ensuring outcomes are fair, consistent, and well-documented. The Compliance Officer will seek relevant advice where necessary
- 3.4 to prepare reports for SLMT on the trends, themes, and outcomes of complaints to support learning and improvement

4 Data Protection Responsibilities

- 4.1 to act as the School's Data Protection Officer (DPO), ensuring compliance with UK General Data Protection Regulation (GDPR) and the Data Protection Act
- 4.2 to provide advice on data protection obligations, including the development and review of policies, procedures, and practices related to the processing of personal data
- 4.3 to oversee and support the completion of Data Protection Impact Assessments (DPIAs) to identify, assess, and mitigate risks associated with new or significantly changed data processing activities
- 4.4 to manage and report data breaches in accordance with legal requirements, including timely notification to the Information Commissioner's Office (ICO) and communication with affected individuals where appropriate
- 4.5 to oversee, in collaboration with the relevant departments within School, the timely production of Data Subject Access Requests (DSARs)
- 4.6 to promote and maintain high standards of data quality, integrity, and security across all School systems and platforms, ensuring appropriate technical and organisational measures are in place
- 4.7 to deliver training and guidance to staff on data protection legislation, responsibilities, and best practice, fostering a culture of data protection awareness and accountability throughout the School

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 – Compliance Officer

	Essential	Desirable
Catholic Ethos	• to have a clear understanding of, and a commitment to, the aims of a Catholic independent boarding & day school and be committed to the values expressed in the Mission & Ethos Statement	• to be a practising Catholic, able to give active and effective witness to the faith
Education, Training, Skills & Knowledge	• to be educated to degree level, or equivalent • to have a strong track record in managing complaints, disputes, or casework in a compliance or governance setting • to have experience interpreting and applying legal and regulatory frameworks (ideally in education or charity contexts) • to have the ability to manage sensitive and complex issues with discretion and fairness • to have knowledge and experience of data protection law and information governance best practice	• to hold additional compliance or data protection certifications (e.g., ICA, IAPP, CIPP/E)
Personal Attributes	• to have excellent communication skills and written English, with the ability to remain impartial and fair under pressure • to have high emotional intelligence, able to engage with relevant stakeholders with tact and diplomacy • to have strong analytical and problem-solving skills, with meticulous attention to detail • to have the ability to balance legal/compliance rigour with the values and ethos of a Catholic school • to have a collaborative, professional approach that builds trust and confidence across the School community	

Application Process

Department Contacts and Social Media

For further details, or an opportunity to discuss the role, please contact the HR Department, (hr@newhallschool.co.uk), or 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, Friday 2 January 2026.
3. Interviews will take place shortly after the closing date.

The successful candidate may take up the role from March 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	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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