

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Examinations Manager

Application closing date: midday, Monday 1 September 2025

Start date: September 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 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

New Hall is looking for a reliable and highly organised Examinations Manager to lead our Examinations team. In this vital role, you'll work to ensure the smooth running of all internal and external exams, ensuring the highest standards of accuracy, compliance and care.

The successful candidate will be responsible for liaising with Heads of Department and Senior Leaders to ensure exam entries are correct and that all requirements of the examination boards are fulfilled. You will also work to organise all internal and external examinations, including the setting up of examination venues, and the design of timetables and seating plans. You will be responsible for ensuring the secure handling of all exam papers and, following examination cycles, you will be responsible for the downloading of results, the issuing of results slips and certificates to candidates, and the management of post-examination services, such as remarks or appeals. You'll also work closely with the Head of Learning Development (SENDCo) to ensure suitable access arrangements are in place for students who need them.

We're looking for someone with strong administration experience, excellent attention to detail and the ability to manage deadlines under pressure. Experience of examination administration is essential.

Salary & Benefits

Salary

New Hall has its own salary scale. The salary range is £36,540pa - £40,600pa actual salary (M2-M6).

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 normal hours of work will be 8.00am-5.00pm, Monday to Friday, term time only. There is a 1-hour unpaid break each day. A degree of flexibility is required, taking into account the nature of this role in an independent boarding school and there may also be occasions where public examinations fall outside of term time. The Examinations Manager is required to work for approximately 2 weeks around the A Level and GCSE results in August to ensure all results are downloaded and that post-results services, such as remarks, are processed in a timely manner. 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.

The Examinations 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

You are entitled to the statutory minimum holiday entitlement of 28 days, inclusive of bank holidays, which is deemed to be taken during the School holidays, in accordance with the published dates in the School calendar.

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.

Meals in Term Time

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

Nursery

New Hall runs an on-site Nursery for 90 children aged 1-4. Staff children have priority for places, which may be part time or full time. Staff have the option of a term time only place, which reduces the annual cost.

Technology

The Examinations Manager will receive a School laptop.

Sport Club Membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club, at a 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

Job Description – Examinations Manager

The Examinations Manager reports to the Vice Principal and is responsible for the planning, coordinating and conducting of external examinations within the school, including re-sits. The Examinations Manager also supports the running of internal assessments, particularly the formal mock examinations in Years 10 to 13.

Key responsibilities:

1. Public Examinations

- 1.1 in collaboration with the Vice Principal, to ensure that all examination policies are reviewed annually and are updated in line with new guidance from the JCQ
- 1.2 to be responsible for all examination entries to the examination boards for public examinations
- 1.3 to download the base data from the examination boards for the appropriate series of examinations
- 1.4 to design examination timetables, including the arrangement for any students who require 'clash' supervision
- 1.5 to prepare examination rooms, including the production of seating plans, and to ensure suitable arrangements are in place for those students who may need to take their examinations elsewhere
- 1.6 to ensure that the secure storage of examination papers is maintained
- 1.7 to collate and to agree invoices from Examination Boards and to pass fees for entries to Finance
- 1.8 to collate coursework for submission to examination boards by the deadlines advised
- 1.9 to log the address details for all coursework leaving the centre and to record its return
- 1.10 to be responsible for the daily running of public examinations, ensuring that the 'Instructions for conducting examinations' issued by the JCQ are strictly adhered to
- 1.11 to ensure suitable invigilation of all examinations
- 1.12 to deal with any special considerations arising during a series and the completion of the relevant paperwork for submission to the examination board
- 1.13 to work with the Vice Principal to provide relevant statistics on examination entry and examination results to the Principal, the Governors, and for any inspection/census
- 1.14 to check DFE statistics and examination results information before publication in liaison with Vice Principal
- 1.15 to be present on the day the school is notified of examination results in August and to ensure results are downloaded and that results slips are distributed to candidates
- 1.16 to ensure that all post-results services, such as remarks, are processed in an efficient and timely manner
- 1.17 to work with the Vice Principal to undertake an analysis of examination results
- 1.18 to update and post the specification lists for Years 10-13 for the beginning of the school year
- 1.19 to post timetables for the summer public exams as soon as they become available
- 1.20 to ensure examination fee lists are updated and posted annually
- 1.21 to recruit and train Lead Invigilators and Invigilators

- 1.22 to keep up to date with examination requirements, including personal development and other technology which may be used to meet the needs of the public examination being conducted.

2. Internal Examinations/Assessments

- 2.1. to be responsible for the running of the mock examinations in Years 10-13, including the preparation of timetables, seating plans and invigilation schedules
- 2.2. to arrange the baseline testing of students (MidYIS/YELLIS/ALIS)

3. Communications

- 3.1. to brief candidates in Years 10-13 about examination rules at an appropriate assembly and to provide each candidate with hard copies of any relevant JCQ instructions
- 3.2. to arrange for the issue of Statement of Entries to students, together with correspondence to parents
- 3.3. to liaise with Heads of Department and Heads of Division to make students' estimated entries and actual entries
- 3.4. to keep the Vice Principal informed of any late entry fees, if any
- 3.5. to ensure all information received from examination boards is passed onto the relevant departments
- 3.6. to work with the Head of Learning Development to ensure all access arrangements are applied for in a timely manner and that all arrangements are put in place
- 3.7. to liaise with other departments in school who may have an impact on examinations, such as IT support, Reception, Operations, Learning Development and PE
- 3.8. to provide register information to Reception of those students in examinations
- 3.9. to conduct an annual check of examination specifications to ensure Heads of Departments are familiar with the correct materials
- 3.10. to respond efficiently to any queries regarding examinations from students, parents or staff
- 3.11. to keep Senior Leaders fully informed of any items in relation to the Public Examinations which may have an impact to 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. Job Descriptions are subject to annual review. The School's Equal Opportunities Policy is available on our website.

Person Specification

	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 to have experience of examination administration to understand the importance of promoting and safeguarding the welfare of children to have excellent communication skills, including a high standard of spoken and written English to have strong IT skills, including the use of databases and spreadsheets to be able perform data analysis to produce information for Heads of Department and Senior Leaders to have excellent planning and organisational skills 	<ul style="list-style-type: none"> to have experience of leading/managing a team of invigilators to have experience of working within an independent and/or boarding school
Personal Attributes	<ul style="list-style-type: none"> to display high levels of accuracy and attention to detail to be able to establish priorities and to work to tight deadlines to be able to work effectively with others to show initiative, and to be able to direct your own work and the work of others to have integrity and the ability to give clear and consistent witness to values of care, trust and respect 	

Application Process

Department Contacts and Social Media

For further details regarding New Hall School, or an opportunity to discuss the role, please contact Dr Paul Tiffen, Vice Principal: p.tiffen@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 1 September 2025
3. Interviews will take place shortly after the closing date

The successful candidate may take up the role from September 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 school also owns New Hall Park Farm, a 70-acre site with an equestrian centre, 3 miles from New Hall, and Boreham House; a stunning Grade I listed heritage building, set in 35 acres of countryside. Located just outside Chelmsford city centre, the School is well connected to London – only 20 minutes by train – with a new station due to open at the foot of New Hall's private approach road, The Avenue, in 2025. There are three nearby airports: London Southend, London Stansted and London City. The Elizabeth Line at Shenfield (13 minutes by train from New Hall) has a direct line to Heathrow airport terminals.

An extraordinary school with a distinctive character and close-knit community, New Hall is popular with local, national and international families. The School is oversubscribed at key entry points. An early adopter of the diamond model, it offers a vibrant education for girls and boys, with single-sex teaching in the Senior Divisions for Years 7 to 11, and co-education in the early years, Preparatory Divisions and Sixth Form.

New Hall prides itself on the quality of teaching and learning. Seeking the highest possible levels of academic attainment is a priority. The School is equally proud to offer a rounded education, focused on developing the whole child. There is a strong emphasis on co-curricular enrichment – as recognised in its recent ISI Inspection reports. The School excels in sport, having recently been awarded Outstanding Sport in a Large School by the Independent Schools Association (ISA). Alongside traditional sports, it is home to the largest independent school ski team, benefits from a professional cricket coach, and is proud to include elite national golfers within its student body. With a well-established on-site farm, woodland school, and equestrian centre, the School makes the most of its unrivalled space to embed the many benefits of outdoor education into the curriculum for all age groups.

The School has made extensive capital investments across its estate over the past 20 years. Recent developments include: a purpose-built Nursery, a Sixth Form International Business & Languages Centre, a canopied outdoor performance space, a Chaplaincy suite, outdoor basketball courts, and a second Cookery room.

In 2012, the School established the New Hall Multi Academy Trust (NHMAT) and became sponsor of nearby Messing Primary School – an Ofsted-rated 'Good' school with 'Outstanding' features. It is now looking ahead to new ventures and exciting opportunities to further grow its partnership work.

Inspection outcomes and accolades for New Hall School and its staff:

2024	Independent School Association Awards (ISA)	Outstanding Engagement in the Community	Finalist
2024	Independent Schools of the Year Awards	International student experience	Finalist
2024	Muddy Stilettos	Best Schools Awards for Best Experiential Learning (Modern Languages learning through Cookery)	Winner
2024	Independent Schools Inspectorate (ISI)	School Inspection	All standards met and NHVS a 'Significant Strength'
2024	The Boarding Schools' Association (BSA)	Best Community Work	Finalist
2024	England Netball	Netball Teacher of the Year Award	Finalist
2023	Independent School Association Awards (ISA)	Outstanding Sport in a large school	Highly Commended
2019	Brentwood Diocese	Citizenship Award	Awarded
2023	Starz UK	Most Outstanding Dance School	Winner
2023	Trinity	Champion Centre	
2023	Independent Schools of the Year Awards	Independent Prep School of the Year	Finalist
2022	The School Games Mark	School Games Mark Award	Platinum
2022	Independent Schools of the Year Awards	Innovation Award for an Outstanding new initiative	Finalist
2020	Lawn Tennis Association	Education Venue of the Year award for Essex	Finalist
2019	Independent Schools Inspectorate (ISI)	Regulatory Compliance Inspection	All standards met
2019	Ofsted	EYFS Inspection	All standards met
2019	Independent Schools Inspectorate (ISI)	Material Change Inspection (increase of student roll to 1,500 and inclusion of age range 1-3 years)	All standards met
2019	National Westminster Bank	Project Respond competition – National Award	Winner
2019	Investing in Volunteers Award		Awarded
2019	Brentwood Diocese	Citizenship Award	Awarded
2018	Essex Digital Awards	School, Education or Charity Website	Finalist
2018	Essex Digital Awards	Overall Website of the Year	Silver
2018	Diocese of Brentwood	Denominational Inspection	Outstanding
2017	Volunteer Essex	Voluntary Community Service Award in the 'Who Will Care? Awards 2017	Commendation

2017	Nationwide	Award for Voluntary Endeavour	Winner
2016	TES Independent School Awards	Independent School of the Year	Winner
2016	TES Independent School Awards	Governing Body of the Year	Finalist
2016	TES Independent School Awards	Senior Leadership Team of the Year	Finalist
2016	TES Independent School Awards	Financial/Commercial Initiative of the Year	Winner
2016	Independent Schools Inspectorate (ISI)	Educational Quality Inspection	Excellent (highest category)
2016	Independent Schools Inspectorate (ISI)	Focused Compliance Inspection for schools with residential provision	All standards met
2015	TES School Awards	Headteacher of the Year	Finalist
2015	Institute of Groundsmen	Groundsman of the Year	Finalist
2014	Essex Digital Awards	School, Education or Charity Website	Gold
2014	Independent Schools Inspectorate (ISI)	Boarding inspection	Outstanding
2013	Essex Business Awards	Best Growing Business - Large Company	Winner
2013	Essex Business Awards	Excellence in Marketing - Large Company	Winner
2013	Essex Business Awards	Essex Business of the Year	Winner
2013	Essex Business Awards	Community Award - Business Sector	Winner
2013	Pearson Teaching Awards	Pearson Teaching Awards (History)	Longlisted
2013	Pearson Teaching Awards	Pearson Teaching Awards (Physics)	Winner - Teacher of the Year
2013	Pearson Teaching Awards	Pearson Teaching Awards (Biology)	Longlisted
2011	TES Independent School Awards	Outstanding Strategic Initiative	Winner
2005	Institute of Directors' Awards	Institute of Directors' East of England Businesswoman of the Year Award	Winner
2000	Chelmsford Borough Council	The Millennium Award for Helping Young People to Fulfil their Potential	Finalist
1996	Whitbread & Make a Difference Volunteering Awards	Outstanding service to the community	Winner



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