

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## Lead Examination Invigilator (Casual)

Applications considered on a rolling basis until:  
midday, 31 December 2025

Start date: February 2026 onwards

## Welcome from Mrs Jeffrey, Principal



“Thank you for your interest in this opportunity at New Hall School. I joined the New Hall School community 22 years ago and, now that I am the longest serving Head of a school in HMC, 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 30 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 Heilig Graf Secundair, Turnhout, Belgium, which share our Augustinian ethos. New Hall also works closely with the other Catholic independent schools in Brentwood Diocese:

- The Ursuline Preparatory School Ilford (a New Hall Partner School)
- Loyola Preparatory School, Buckhurst Hill
- St Mary's Hare Park Primary School and Nursery, Gidea Park
- Ursuline Preparatory School, Warley
- St Philomena's Preparatory School, Frinton

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

We are seeking a highly organised and reliable individual to join our team as a Lead Examination Invigilator. Examinations are a vital part of our students' academic journey, providing a fair and consistent way to assess learning and achievement. As Lead Invigilator, you will play a key role in upholding the integrity of the examination process, ensuring that examinations are conducted in a calm, supportive, and secure environment. This is a critical position that supports both staff and students, helping to create the best possible conditions for success during this important time.

Working with the Examinations Manager and a wider team of invigilators, you will support the smooth running of examinations, including the supervision and setting up of examination rooms and providing efficient administration. This is a causal contract which would include attendance of team meetings and training including INSET.

# Salary & Benefits

## Salary

The Lead Invigilator will be paid at the rate of £15 per hour, including holiday pay. Payment is made following completion of a monthly timesheet.

## 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

Casual hours will include full days during the main examination period (typically throughout May and June), and you may be required to work at other times of the year where public examinations are sat (e.g. November resits and January BTEC examinations). All staff are required to attend relevant INSET (staff training) days, as well as team meetings and relevant training.

## Training

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

## 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 reduced cost, 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 – Lead Examination Invigilator

## Key responsibilities:

### 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 Invigilation

- 2.1 to lead a team of invigilators within an examination venue and to ensure all invigilators are aware of their roles and always adhere to examination procedures
- 2.2 to be familiar with and to understand the rules set out in the JCQ publication 'Instructions for Conducting Examinations'
- 2.3 to assist in the setting up of examination venues
- 2.4 to follow and enforce examination procedures and regulations as directed in the Instructions for Conducting Examinations
- 2.5 to assist candidates prior to the start of examinations by directing them to their seats and ensuring that no items have been brought to the examination room which are not permitted. Any items collected from/handed in by students should be stored securely and passed to the Examinations Manager for later collection
- 2.6 to ensure that candidates remain silent once inside examination venues
- 2.7 to check attendance at the outset of the examination and to inform the Examinations Manager of any candidates missing prior to the commencement of the examination
- 2.8 to issue the correct examination question papers, and any other required material, in accordance with the seating plan
- 2.9 to ensure the correct start and finish times, together with any extra time, are displayed clearly within the examination venue
- 2.10 to record details of any late arrivals and to issue late cards to ensure all are aware of any different timings
- 2.11 to ensure that correct procedures are adhered to during an evacuation of the examination venue in the case of a fire alarm or other emergency
- 2.12 to escort candidates from venues during the examination and to supervise candidates whilst outside examination venues, should this be necessary, ensuring examination regulations are observed at all times
- 2.13 to collect and collate scripts at the end of the examination in accordance with examination procedures and to ensure they are kept secure and passed directly to the Examinations Manager
- 2.14 to supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- 2.15 to check all materials used for examinations, such as formulae books and dictionaries, have remained clean copies
- 2.16 to inform the Examinations Manager of any matters which may have arisen during the examination period such as noise disturbance or concerns regarding the venue
- 2.17 to inform the Examinations Manager of any concerns/issues involving other invigilators present

### **3 Pastoral and Health & Safety**

- 3.1 to work co-operatively to create a safe, purposeful and positive working environment for students and staff
- 3.2 to promote and safeguard the welfare of students by ensuring compliance with the Safeguarding & Child Protection Policy at all times
- 3.3 to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL)
- 3.4 to comply with the Health & Safety policies and Medical & First Aid policies and procedures and to co-operate with colleagues to achieve high standards of health & safety

### **4 Staff**

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

### **5 Communication**

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

### **6 Finance & Sustainability**

- 6.1 to seek to ensure value for money
- 6.2 to consider sustainability and to minimise waste
- 6.3 to contribute ideas for cost saving initiatives

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.

## Person Specification – Lead Examination Invigilator

|                                                    | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Desirable                                                                                                                                                                                                |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Catholic Ethos</b>                              | <ul style="list-style-type: none"> <li>to 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>                                                                                                                                                                                                                                                |                                                                                                                                                                                                          |
| <b>Education, Training, Skills &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>to have experience of supervising children</li> <li>to have an understanding of equal opportunities including SEND</li> <li>to have good IT skills</li> <li>to demonstrate strong verbal and written communication skills for working with students, staff and families</li> <li>to have excellent problem-solving skills</li> <li>to have organisational and time-management skills to work flexibly across different settings and priorities</li> </ul>   | <ul style="list-style-type: none"> <li>to be a university graduate or equivalent</li> <li>to have experience of working within education</li> <li>to have previous experience of invigilation</li> </ul> |
| <b>Personal Attributes</b>                         | <ul style="list-style-type: none"> <li>to be committed to safeguarding and promoting the welfare of children</li> <li>to demonstrate common sense, initiative, flexibility and the ability to handle change</li> <li>to be able to relate effectively to staff and students</li> <li>to have the ability to motivate others and build teams</li> <li>to be methodical with an eye for detail</li> <li>to be willing to undertake relevant training and ongoing professional development</li> </ul> |                                                                                                                                                                                                          |

# Application Process

## Department Contacts and Social Media

For further details about New Hall School, or an opportunity to discuss the role, please contact Dr Paul Tiffen, Vice Principal, [p.tiffen@newhallschool.co.uk](mailto:p.tiffen@newhallschool.co.uk). They can also be contacted on: 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 on a rolling basis until midday, Wednesday 31 December 2025
3. Interviews to take place on a rolling basis

The successful candidate may take up the role from February 2026, subject to notice period 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                       |

