

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Apprentice Groundsperson

(Fixed Term Contract up to two years)

Applications will be considered on a rolling basis until midday,
Monday 29 September 2025

Start date: October 2025 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 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.

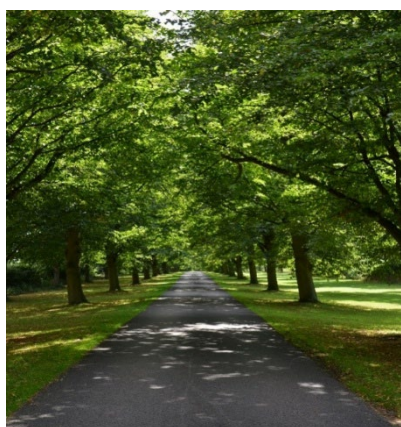
Introduction

The Apprentice Groundsperson works as part of the Estate Department responsible for the maintenance and care of 170-acres across our heritage estates, which include: a Grade I listed building (the former Palace of Beaulieu) and a Grade II registered park and garden at New Hall; New Hall Park Farm, Little Baddow; and Boreham House (also Grade I listed). In addition, the School owns off-site residential properties and has responsibility for our sponsored primary academy in Messing. There is an exciting School Development Plan, which includes significant investment in heritage restoration, new facilities and community outreach projects.

The main approach to the School is from a tree-lined Avenue to the south, which is a Grade II registered park & garden. In November 2024, New Hall School acquired Boreham House, a Grade I listed property one mile from New Hall, as the new home for our Preparatory Divisions. Boreham House is a stunning heritage building, set in 30 acres of countryside.

The Estate Department consists of the following areas:

- Maintenance (all trades)
- Grounds, including a small School Farm and Riding Centre
- Gardens
- Messing Primary School (sponsored by New Hall Multi-Academy Trust) buildings and grounds



New Hall's tree-lined Avenue



Boreham House

Salary & Benefits

Salary

The salary for this post is £26,208pa (S1).

Pension

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

Hours of Work

The working hours are 8.00am-5.00pm, Monday to Friday, all year round. You are entitled to a one-hour unpaid meal break each day. You may be required to work on Saturdays, on occasion, to support School operations and functions. Time off in lieu during the week will be granted on occasions where the Apprentice Groundsperson works on a Saturday. A degree of flexibility is required, taking account of the nature of this role in an independent boarding school. All staff are required to attend INSET (staff training) days.

Holidays

The Apprentice Groundsperson will be entitled to 30 days' holiday per year, including bank holidays. New Hall closes between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures. All holiday is subject to line manager approval.

Bank Holidays and Saturdays

The Apprentice Groundsperson is 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. 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.

Training

The Apprentice Groundsperson will work towards the Level 2 Sports Turf Operative qualification (funded by the School). 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.

Lunch in Term Time

Currently, all staff working at the New Hall site are permitted School lunch without charge in term time. Staff having School meals should assist with supervision and take an interest in getting to know students.

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.

Sport Club Membership

As an employee, you will be able to make use of an annual membership at a reduced rate for the New Hall Sport Club, 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 – Apprentice Grounsperson (with Gardener duties)

1 Key Responsibilities

- 1.1 To maintain the grounds, sport pitches, gardens at New Hall School, Boreham House, New Hall Park Farm sites and any other school properties as required.
- 1.2 To use a wide range of tools and hand/small machinery (training provided).
- 1.3 To work in a manner that always ensures your safety and the safety of others
- 1.4 To assist the Estate Department with site duties such as traffic control and litter picking
- 1.5 To contribute to the promotion of the Department (e.g. through displays and Open Days)
- 1.6 To ensure pathways are free from snow and ice during winter months.
- 1.7 To drive the buggies on site safely and responsibly when required.
- 1.8 To use tractor and trailer and tractor-mounted machines, setting up and use of grass cutting equipment with due regard to personal safety and to the safety of others.

2 Pastoral and Health & Safety

- 2.1 To work co-operatively to create a safe, purposeful and positive working environment for students and staff.
- 2.2 To promote and safeguard the welfare of students by always ensuring compliance with the Safeguarding & Child Protection Policy
- 2.3 To report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL).
- 2.4 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.

3 Training & Development

- 3.1 To enrol in and complete a Level 2 Sports Turf Operative qualification which includes both on-site assessments and off-site learning.
- 3.2 To gain practical, on-the-job training under the supervision of experienced grounds and garden staff. Learn how to prepare all grass and hard surfaces to the highest standards including mowing, marking out, weeding and all renovation practices
- 3.3 To develop a strong understanding of turf science, machinery care and sustainable grounds management practices.
- 3.4 To train in the following areas:
 - 3.4.1 General maintenance of landscaped and garden areas
 - 3.4.2 Using all grounds relevant machinery including mowers, scarifiers, hedge-cutters, tractors (with different types of attachments) and strimmers in a safe way
 - 3.4.3 Top dressing and overseeding pitches
 - 3.4.4 Marking out and measuring football and rugby pitches
 - 3.4.5 Keeping grounds to a high presentation and clean standard
 - 3.4.6 Applications of fertilisers, nutrients and chemicals
 - 3.4.7 Ability to identify and control pest, weeds and diseases
 - 3.4.8 Erection and dismantling of sports equipment
 - 3.4.9 Maintenance of trees, hedges and paths, including leaf collection and spraying, working at heights and manual handling. The maintenance of trees, hedges and paths, including leaf collection and spraying.

4 General

- 4.1 To contribute to the school objectives and values
- 4.2 To adhere to school rules / Health & Safety / Environmental Standards & Practices
- 4.3 To read and understand the risk assessment of any work activity prior to any works and ensure conclusions are implemented prior to start of work to remove / reduce hazards and minimise risks.
- 4.4 To identify hazards and ensure these areas are immediately made safe where possible, or cordoned / isolated and identified to the Estates Management Team.
- 4.5 To attend training and continuous development opportunities as required
- 4.6 To continuously look for improvements to the service for effective good practice within the role
- 4.7 To foster good working relationships based on care, trust and respect
- 4.8 To report accidents, incidents and near misses to the Estates Management Team and help identify ways to prevent reoccurrence

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.

Person Specification – Apprentice Grounsperson (with Gardener duties)

	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 GCSE level to have good communication skills to be physically able for manual handling and movement around a 70-acre heritage site e.g. working at height to maintain climbers, hedges & trees to have the ability to work efficiently and accurately (individually or as part of a team), with a keen eye for detail to have basic IT skills to be able to work as part of a team willingness to learn and develop new skills 	<ul style="list-style-type: none"> Experience of outdoor work, gardening or grounds maintenance Basic Health & Safety Training To hold a full, clean driving licence
Personal Attributes	<ul style="list-style-type: none"> to have an understanding of the importance of promoting and safeguarding the welfare of children excellent timekeeping a pro-active work ethic that centres on pride in achieving the best possible results adaptive to change work to deadlines to demonstrate integrity and the ability to give clear and consistent witness to values of care, trust and respect to be highly motivated, proactive and keen to learn to be willing to work outside in all weathers to be friendly and approachable to demonstrate flexibility to adjust to change and development 	

The Equal Opportunities Policy is available on our website.

Application Process

Department Contacts and Social Media

For further details regarding the Groundsperson vacancy at New Hall School, or an opportunity to discuss the role, please contact Mr Lee Childs, Estate Manager, (l.childs@newhallschool.co.uk), or Mr Stuart Facey, Head Groundsperson (s.facey@newhallschool.co.uk) or telephone: 01245 467 588.

Instagram @newhallschool

The process is as follows:

- Applications should be made electronically via the School's website (<https://www.newhallschool.co.uk/about/job-opportunities/>).
- Applications will be considered on a rolling basis and until midday, Monday 29 September 2025.
- Interviews will take place on a rolling basis and/or within a week of the closing date.

The successful candidate may take up the role from October 2025 onwards (depending on notice and completion of pre-employment checks).

About New Hall School

New Hall School is a thriving co-educational boarding and day school for up to 1,500 students aged 1 to 19. Founded in 1642, it is one of the oldest Catholic schools and the largest Catholic boarding and day school in the UK. The School's ethos continues to be inspired by its founding Religious Community, the Canonesses of the Holy Sepulchre.

"True community is where people listen to each other; where the marginalised and excluded are included".

(Canonesses of the Holy Sepulchre, 2023)

The charism of our founding Religious Community is service and hospitality; this is lived out in the actions of the volunteers that take part in this thriving and popular programme. Founded in 1978, the New Hall Voluntary Service (NHVS) has been providing help and support to vulnerable members of our local community for over 45 years. Volunteering for NHVS promotes an enduring community spirit, nurtures responsible citizenship and encourages student-led charitable endeavour throughout the local area.

The School is set in a stunning location dominated by the former Tudor Palace of Beaulieu and is surrounded by 70 acres of beautiful parkland and heritage gardens. The School also owns New Hall Park Farm, a 65-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 35 minutes by train to London Liverpool Street – with Beaulieu Park Station, home of New Hall School, due to open at New Hall's front gate in October 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, and is a home-from-home for 465 boarders. 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 & Outdoor Centre for Natural Sciences, 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 30 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	Muddy's Best Schools Awards	Championing Sustainability	Highly Commended
2025	Muddy's Best Schools Awards	Passionate About Sport (Prep)	Highly Commended
2025	Education Choices Awards	Supporting Sustainability	Finalist
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



hr@newhallschool.co.uk | | 01245 467 588
 New Hall School, The Avenue, Chelmsford, Essex CM3 3HS