

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## Groom

Application closing date: midday, Monday 13 October 2025

Start date: immediate start

## 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 expanding 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

We are looking for a reliable and dedicated Groom to join our School's equestrian team. Reporting to the Head of Equestrian, you will be responsible for the daily care and well-being of the School's ponies and horses, including feeding, grooming, mucking out stables, and maintaining a clean and safe yard environment.

The ideal candidate will have a genuine passion for horses and experience in equine care, ensuring each horse is healthy, comfortable, and ready for lessons, competitions, and other activities. You will assist with tack cleaning, help prepare horses for riding sessions, and support riding activities when needed.

This role offers the chance to work closely with both horses and students in a supportive and engaging school setting.

# Salary & Benefits

## Salary

New Hall has its own salary scale. The salary scale for this position is £26,208pa (S1).

## Pension

Non-teaching 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%.

## Accommodation

Shared accommodation is offered since it is a requirement of the role to carry out morning, evening and weekend checks of the yard. Consideration will also be given to candidates who live in the local area and who wish to live off site.

## Hours of Work

Support staff generally work an average of 40 hours per week over the course of a calendar year. The Groom will be required to participate in an on-call rota across the week (including weekends, bank holidays and School closure days) to provide emergency support. In view of the nature 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. A generous benefits package has been included to allow for the times when the working hours are increased. A degree of flexibility is required, taking into account the nature of working at an independent boarding school.

The Groom 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. Given the nature of the role, the Groom will be required to tend to the horses at weekends, bank holidays and during School closures, on a rota basis with other members of the Equestrian and Estates teams. 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

The Groom will be entitled to 30 days' holiday per year, including bank holidays. This will increase to 35 days' holiday per year, including bank holidays, after five years' service. All holiday is subject to line manager approval. New Hall closes between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures. The period of time for annual closure is kept under regular review and may vary in future years. Holiday should usually be taken during School holidays, as published in the School calendar. Some holiday may be taken in term time, subject to approval by the Principal. A degree of flexibility will be required during bank holidays and School closures to ensure the consistent care of the horses.

## Livery

As a member of Equestrian staff, the Groom is permitted to keep one horse, at a discounted livery rate, at New Hall Park Farm. Any care or work relating to this horse must be undertaken outside of agreed working hours, and the cost of upkeep is covered by the member of staff.

## 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.

### **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 – Groom

## Key responsibilities:

### 1. General

- 1.1 to help with the daily running of the yard and with the care of the horses
- 1.2 to prioritise health and safety and safeguarding on the yard
- 1.3 to maintain a clean and tidy working environment including the yard, the riding centre lodges and storage areas adhering to health and safety regulations
- 1.4 to assist with the general maintenance of the yard
- 1.5 to helping with riding activities
- 1.6 to assist with lead rein and other lessons as required
- 1.7 to assist with School events e.g. Open Day, Taster Days, holiday camps
- 1.8 to set a good example to students
- 1.9 to welcome visitors to the Centre
- 1.10 to help organise farrier or vet visits
- 1.11 to assist with the ordering of hay, feed and bedding.
- 1.12 to build and maintain an excellent relationship with students, staff and parents and to ensure their needs are met
- 1.13 to provide cover when other equestrian staff are absent

### 2. Horses

- 2.1 to ensure the health, welfare and care of horses at the School is maintained to the highest equine standards, promoting optimal well-being, safety and performance at all times by:
  - conducting health checks for each horse, reporting any problems
  - mucking/skipping out the stables and poo pick the fields
  - conducting daily checks of the water, fencing, and fields for poisonous plants
  - grooming, clipping, washing, and trimming the ponies
  - turning out or bringing in from the field
  - putting on and removing rugs
  - tacking up and untacking
  - caring for ponies after being exercised or lunged
  - regular cleaning and maintenance of tack
  - handling horses as required for the veterinarian or farrier or other professional
  - administering first aid including bandaging and changing dressings
  - to ensure horses receive routine vaccinations, worming, farriery, dentistry, and other husbandry treatments as necessary and keep the records up-to-date
  - to be on call in the event of any veterinary emergencies
  - to lunge or exercise the ponies, if required
- 2.2 to be on call in the event of any veterinary emergencies

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 – Groom

	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>BHS Stable Management qualification (or equivalent experience and a willingness to work towards qualification)</li> <li>GCSE Level 5 (C) or above in English and Mathematics</li> <li>Full Driving Licence</li> <li>Experience of running a yard</li> <li>Knowledge across the spectrum of stable management skills</li> <li>Experience of working with young people</li> <li>Ability to administer First Aid to horses</li> <li>Excellent communication skills</li> <li>Basic IT skills</li> <li>Ability to promote the welfare and care of horses</li> <li>Strong organisational skills and the ability to prioritise effectively</li> </ul>	<ul style="list-style-type: none"> <li>Coaching qualifications (BHS/UKCC or equivalent)</li> <li>First Aid at Work (training will be provided)</li> <li>Licence to drive a trailer</li> </ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>Fit for duties of the post - ability to bend, stoop, walk, lift and carry items up to 50lbs regularly</li> <li>To be able to perform demanding tasks in all weathers</li> </ul>	<ul style="list-style-type: none"> <li>Ability to ride horses at an advanced level</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Understanding of the importance of promoting and safeguarding the welfare of children</li> <li>Integrity and ability to give clear and consistent witness to values of care, trust and respect</li> <li>Ability to work alone and as part of a team</li> <li>Self-starter, highly motivated, proactive and keen to learn</li> <li>Ability to relate effectively to students</li> <li>Approachability, confident demeanour and ability to empathise</li> <li>Discretion and sensitivity, including an understanding of professional confidentiality</li> </ul>	



	<ul style="list-style-type: none"> <li>• Patient, positive, calm approach</li> </ul>	
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## Application Process

### Department Contacts and Social Media

For further details regarding New Hall School, or an opportunity to discuss the role, please contact Mrs Victoria Lian, Director of Finance, v.lian@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 13 October 2025
3. Interviews will take place shortly after the closing date

The successful candidate may take up the role from November 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:

2025	Independent School Association Awards (ISA)	ISA Senior School of the Year Awards	Finalist
2025	Muddy's Best Schools Awards	Championing Sustainability	Highly Commended
2025	Muddy's Best Schools Awards	Passionate About Sport (Prep)	Highly Commended
2024	Independent School Association Awards (ISA)	Outstanding Engagement in the Community	Finalist
2024	Independent Schools of the Year Awards	International student experience	Finalist
2024	Muddy Stilettos	Best Schools Awards for Best Experiential Learning (Modern Languages learning through Cookery)	Winner
2024	<b>Independent Schools Inspectorate (ISI)</b>	<b>School Inspection</b>	<b>All standards met and NHVS a 'Significant Strength'</b>
2024	The Boarding Schools' Association (BSA)	Best Community Work	Finalist
2024	England Netball	Netball Teacher of the Year Award	Finalist
2023	Independent School Association Awards (ISA)	Outstanding Sport in a large school	Highly Commended
2019	Brentwood Diocese	Citizenship Award	Awarded
2023	Starz UK	Most Outstanding Dance School	Winner
2023	Trinity	Champion Centre	
2023	Independent Schools of the Year Awards	Independent Prep School of the Year	Finalist
2022	The School Games Mark	School Games Mark Award	Platinum
2022	Independent Schools of the Year Awards	Innovation Award for an Outstanding new initiative	Finalist
2020	Lawn Tennis Association	Education Venue of the Year award for Essex	Finalist
2019	<b>Independent Schools Inspectorate (ISI)</b>	<b>Regulatory Compliance Inspection</b>	<b>All standards met</b>
2019	<b>Ofsted</b>	<b>EYFS Inspection</b>	<b>All standards met</b>
2019	<b>Independent Schools Inspectorate (ISI)</b>	<b>Material Change Inspection (increase of student roll to 1,500 and inclusion of age range 1-3 years)</b>	<b>All standards met</b>
2019	National Westminster Bank	Project Respond competition – National Award	Winner
2019	Investing in Volunteers Award		Awarded
2019	Brentwood Diocese	Citizenship Award	Awarded

2018	Essex Digital Awards	School, Education or Charity Website	Finalist
2018	Essex Digital Awards	Overall Website of the Year	Silver
<b>2018</b>	<b>Diocese of Brentwood</b>	<b>Denominational Inspection</b>	<b>Outstanding</b>
2017	Volunteer Essex	Voluntary Community Service Award in the 'Who Will Care? Awards 2017	Commendation
2017	Nationwide	Award for Voluntary Endeavour	Winner
2016	TES Independent School Awards	Independent School of the Year	Winner
2016	TES Independent School Awards	Governing Body of the Year	Finalist
2016	TES Independent School Awards	Senior Leadership Team of the Year	Finalist
2016	TES Independent School Awards	Financial/Commercial Initiative of the Year	Winner
<b>2016</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Educational Quality Inspection</b>	<b>Excellent (highest category)</b>
<b>2016</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Focused Compliance Inspection for schools with residential provision</b>	<b>All standards met</b>
2015	TES School Awards	Headteacher of the Year	Finalist
2015	Institute of Groundsmen	Groundsman of the Year	Finalist
2014	Essex Digital Awards	School, Education or Charity Website	Gold
<b>2014</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Boarding inspection</b>	<b>Outstanding</b>
2013	Essex Business Awards	Best Growing Business - Large Company	Winner
2013	Essex Business Awards	Excellence in Marketing - Large Company	Winner
2013	Essex Business Awards	Essex Business of the Year	Winner
2013	Essex Business Awards	Community Award - Business Sector	Winner
2013	Pearson Teaching Awards	Pearson Teaching Awards (History)	Longlisted
2013	Pearson Teaching Awards	Pearson Teaching Awards (Physics)	Winner - Teacher of the Year
2013	Pearson Teaching Awards	Pearson Teaching Awards (Biology)	Longlisted
2011	TES Independent School Awards	Outstanding Strategic Initiative	Winner
2005	Institute of Directors' Awards	Institute of Directors' East of England Businesswoman of the Year Award	Winner
2000	Chelmsford Borough Council	The Millennium Award for Helping Young People to Fulfil their Potential	Finalist
1996	Whitbread & Make a Difference Volunteering Awards	Outstanding service to the community	Winner





[hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk) | | 01245 467 588  
 New Hall School, The Avenue, Chelmsford, Essex CM3 3HS