

Founded 1642



New Hall School

The Best Start in Life



Appointment of **External Relations Coordinator**

Fixed term 18 months
Applications will be considered on a rolling basis
until midday, 10 October 2025

Start Date: As soon as possible

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

This new role of External Relations Coordinator has been established to assist with the first stage of the School's exciting development plan for 2025-28. During this chapter, we are seeking to develop links with the international network of Holy Sepulchre Communities (in England, Belgium, France, Spain, Rwanda and the Democratic Republic of the Congo). New Hall is also growing its boarding provision at this time, with 465 boarders joining us from around 25 different countries. There are plans to explore the opening of a 5th Boarding House, for Prep boarders, with Prep boarding numbers now up to 75 (mostly flexible boarders, Monday-Friday). New Hall is the largest Catholic boarding & day school in the UK, and the 19th largest independent school overall. The purchase of New Hall Boreham House in 2024, a stunning Grade I listed building in a 35-acre parkland, one mile from New Hall, has been done with the aim of relocating our Preparatory Divisions there. In turn, this frees up the current Prep building for the expansion of the Sixth Form (providing four times the current space in the Thomas More Centre). The External Relations Coordinator will bring creativity and flair to enhance the School's profile locally, nationally and internationally, finding new and innovative ways to increase its reach and reputation at every opportunity and to drive student recruitment in key target areas.

We have aspirations to be a UK centre for Catholic life, with investment in our retreat programme, liturgical music, sacramental preparation, the nurturing of vocations, courses for adults exploring their faith, and residential Easters at New Hall. The award-winning New Hall Voluntary Service (NHVS) has been serving those in need in the local and wider community for over 45 years. In August 2025, the School is founding a Mission House at New Hall, for a Community of four, French-speaking Rwandan Canonesses, Daughters of the Resurrection, who will be part of our Chaplaincy team. The External Relations Coordinator will have appreciation of the independent school sector, as well as New Hall's Catholic ethos and its local community roots.

This role reports to the Assistant Principal, who leads the Communications Department. The External Relations Coordinator works closely with the Admissions Department. The key focus is to raise the profile and reputation of New Hall in London, in the UK beyond Essex, and internationally.

Working closely with the Admissions Department, Senior Leadership Team, and wider School community, the External Relations Coordinator leads initiatives to engage with feeder schools, to represent the School at recruitment events, and to strengthen outreach efforts. A key part of the role is the development and execution of strategic engagement plans, ensuring that New Hall remains a destination of choice for prospective families.

With dynamism and innovation, the External Relations Coordinator contributes to a forward-thinking team dedicated to sharing the New Hall story in an authentic and compelling way. Through creative outreach, effective partnerships, and a commitment to excellence, the External Relations Coordinator plays a crucial part in sustaining and growing the School's vibrant, community, centred on clear values, and engagement with Catholic life.

Salary & Benefits

Salary

New Hall School has its own salary scale. The current range for this role is £44,660pa-£54,810pa (M8-M13), depending on qualifications and experience.

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 9.00am-5.00pm, Monday to Friday, all year round, plus around five hours across evenings/weekends. There is a one-hour unpaid break each day. Support staff generally work an average of 40 hours per week over the course of a calendar year but, 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.

This role involves considerable travel and flexible working is required. There will be regular overseas trips, both to our sister Religious Communities and schools (in England, Belgium, France, Spain and Rwanda), and to international boarding recruitment fairs (typically locations such as Mexico, USA, Spain, Geneva, India, Japan, China and Hong Kong). There is an expectation to travel extensively in London, promoting New Hall, e.g. through events at the Spanish and French Embassies, and through contacts with feeder schools, churches, cathedrals and university chaplaincies.

Work is required on some evenings and weekends; additional holiday has been included to allow for the times when the working day will need to be extended, or weekend work required, and the salary range is enhanced to reflect those times when the working hours are increased. In view of the nature of the role in an independent boarding school, a degree of flexibility is required. This role primarily involves travel and work outside Essex, promoting the School, together with sufficient time spent on site to ensure an excellent working knowledge of the School's strengths, values, history and distinctive educational offering.

You 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.

IT and School resources

For work purposes, you will be provided with:

- Mobile phone
- Laptop and iPad
- Access to a high specification School camera and video equipment, for creation of media content away from New Hall
- Access to electric and petrol New Hall School-branded cars, for business use and to help promote New Hall when travelling

Holiday

You will be entitled to 40 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. The holiday allowance includes time in lieu for weekend events such as School Open Days, School Fairs, student recruitment events, educational days and assessment mornings, to a maximum of six days per annum. Holiday should be taken in the School holidays, as published in the School calendar. You are required to work the days around the publication of the A Level and GCSE results in August (normally the Wednesday of the A Level results week to the Friday of the GCSE week).

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. For Spanish and/or French speakers of at least B2 DELF standard, language courses may be provided and funded, to assist with achieving/maintaining fluency. Training will be provided in photography and in video creation and editing.

Meals 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. This is subject to review.

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 – External Relations Coordinator

Key responsibilities:

1. Boarding Admissions Support

- 1.1 to work closely with the Admissions and Communications teams to implement targeted campaigns for student recruitment events and shows, including Open Mornings, Taster Days, and Educational Days in School, in London and the wider UK outside Essex, and, in particular, overseas
- 1.2 to travel to overseas recruitment fairs on a regular basis, representing the School to help to drive reputation and recruitment, and to deliver agreed long-term targets for student roll, calibre and diversity
- 1.3 to develop relationships with feeder schools (especially in London) and with international agents, to support student recruitment
- 1.4 to support the Admissions and Communications teams with customer-focused communication strategies to ensure an exceptional experience for prospective families

2. Public Relations & Community Outreach

- 2.1 to assist with the development and implementation of a comprehensive public relations strategy, to highlight New Hall's achievements, ethos, and distinctive offerings
- 2.2 to act as a spokesperson for New Hall School, cultivating positive relationships with local, national, and international media outlets to ensure consistent and impactful coverage
- 2.3 to build partnerships with national and international organisations, to amplify the School's profile and foster collaborative opportunities that benefit both the School and the wider community
- 2.4 to co-ordinate public relations campaigns to promote New Hall's outreach efforts, such as the New Hall Voluntary Service (NHVS) and the sponsorship of Messing Primary School, fostering goodwill and showcasing the School's commitment to social responsibility
- 2.5 to foster relationships with the international association of Holy Sepulchre communities

3. Communications & Content Creation

- 3.1 to increase interest in New Hall, including through creative use of, and creation of social media content, podcasts and website material
- 3.2 to encourage interest in New Hall lettings and sponsorship e.g. from businesses
- 3.3 to create engaging and relevant content for prospective boarders (copy, photography, short-form video, reels, stories, graphics, etc.) tailored to each platform (e.g. *Facebook, Instagram, TikTok, LinkedIn, YouTube, and podcasts*).
- 3.4 to act as custodian for brand guidelines and tone of voice, having due regard to the School's ethos and wider reputation
- 3.5 to work with the Principal and Assistant Principal to define and to articulate the School's distinctive character and positioning in all its messaging
- 3.6 to promote the New Hall English Language Academy to prospective boarders seeking to learn English
- 3.7 to generate engaging news stories about New Hall boarding life for boarding agents, prospective families overseas and businesses looking to assist their staff with UK/international relocation (including Foreign Office, MoD and hospitals)
- 3.8 to support the Principal and other senior staff in the creation of speeches, articles and opinion pieces in line with the School's ethos, reputation and key messaging

4. Student, Community & Stakeholder Engagement

- 4.1 to work closely with the Head of Careers & Alumni Association to foster meaningful connections with alumni, current and former parents, local businesses, current and former staff and other stakeholders, to strengthen the School's position as a community leader
- 4.2 to represent New Hall School at conferences, fairs, networking events, and public engagements to extend the School's reach and influence
- 4.3 to contribute to build a network of relationships with the media and stakeholders, including to source speakers for academic departments and New Hall careers
- 4.4 to work closely with the Vice Principal in charge of the School calendar, to ensure that a wide representation of prospective families and stakeholders, including those working in feeder schools, are invited to School events
- 4.5 to be on the staff team for some overseas School trips, to gain first-hand experience of this important part of School life, and to ensure that opportunities are taken to promote the School, to network with alumni and to boost recruitment in these regions
- 4.6 to assist with the running of the Prep Divisions (Years 2-6) residential camp at New Hall, in the first week of the School summer holidays in July, contributing to the promotion of Prep boarding

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

All candidates should have a clear understanding of, and a commitment to, the aims of a Catholic independent boarding and day school. They should be committed to the values and ethos at the heart of New Hall School, as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Catholic Ethos	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Be a practising Catholic Have a Catholic network of contacts (e.g. through schools, churches, societies, chaplaincies)
Education, Training, Skills & Knowledge	<ul style="list-style-type: none"> Be a university graduate Have a minimum of a strong grade (6+/B) in GCSE/O Level English Language and Mathematics, or equivalent Hold UK driving licence and be willing and able to drive in UK and mainland Europe on School business Have excellent communication skills, including confidence in public speaking and an ability to be persuasive and engaging Be able to speak Spanish and/or French Have strong writing and proofreading skills, including the ability to tailor content to different stakeholder needs, with an eye for detail and tone Have social skills and an ability to create a professional rapport with others at networking events Have a strong understanding of social media platforms and how to tailor content for each Have experience creating digital content including video, photography, graphics and written copy Have ability to manage multiple tasks and priorities in a busy environment Have a creative mindset and a proactive approach to storytelling Have organisational skills and the ability to work independently as well as collaboratively 	<ul style="list-style-type: none"> Have experience of boarding as a student and/or working in a boarding school Have financial acumen and experience managing a budget Have ability to analyse data and trends, and to use these to inform planning Have photography skills and the ability to create effective video content (training can be provided) Have an A Level/degree qualification, or equivalent, in Spanish and/or French Have a PR qualification Have PR experience

Personal Attributes	<ul style="list-style-type: none"> • Have an understanding of the importance of promoting and safeguarding the welfare of children • Have an understanding of, and appreciation of, different cultures, with the ability to adapt material and communications accordingly • Be willing and able to fly overseas (e.g. to recruitment fairs, conferences, visits to Holy Sepulchre communities), including at short notice • Be willing to participate enthusiastically in aspects of boarding school life • Be flexible and able to adjust to change and development • Be able to give clear and consistent witness to the values embedded in the School's Catholic ethos • Be highly motivated and proactive • Be approachable and empathetic, with the ability to relate effectively to students • Have an enthusiastic approach to collaborative work • Have discretion, tact and diplomacy, with the ability to maintain confidentiality • Have good judgement and the ability to think on your feet 	
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Application Process

Department Contacts and Social Media

For further details regarding the External Relations Coordinator vacancy at New Hall School, or an opportunity to discuss the role, please contact Mrs Suzanna Minnis, Assistant Principal, (s.minnis@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 will be considered on a rolling basis and until midday, Friday 10 October 2025.
3. Interviews will take place on a rolling basis and/or the week commencing 13 October 2025.

The successful candidate may take up the role from as soon as able, 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



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