



New Hall School

Catholic independent HMC boarding & day school (1-18) for 1,250 students
Co-ed Nursery (1-3), Pre-Prep Division (4-7) & Preparatory Division (7-11)
Girls' Division (11-16) • Boys' Division (11-16) • Co-ed Sixth Form (16-18)
The Avenue, Boreham, Chelmsford, CM3 3HS

New Hall School requires, as soon as possible, a full time

HR Administrator

Competitive salary, excellent benefits & CPD

This is an exciting opportunity for an experienced HR Administrator to provide efficient and effective advice in this demanding and fast-paced role. The successful candidate will take responsibility for the HR administration of the School on a day-to-day basis. You must be able to maintain discretion and confidentiality. Previous experience of working in a school is desirable.

New Hall is a warm, welcoming and supportive community, with a diverse range of staffing needs. The successful candidate will be expected to offer flexibility as required. HR office working hours are 8.30am - 5.30pm.

The salary range for this role is £22,812pa and £27,837pa.

Competitive salary on the New Hall Pay Scale • excellent benefits & training • superb working environment • London Stratford 20 mins by train

Closing Date: Tuesday 23 April 2019
Interview Date: Tuesday 30 April 2019

New Hall is committed to safeguarding pupils.
There will be an enhanced DBS check prior to appointment.
For further details & an application form please visit:

www.newhallschool.co.uk/job-opportunities

Alternatively, please contact the HR Department on 01245 467 588

Independent
School of the Year
2016