

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

**HR Co-ordinator**

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## Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.





# Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. Girls first joined the Sixth Form in 2008, and it is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 105-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The current school roll in September is around 840 pupils of whom more than three-quarters are full boarders and around 20% are non-UK passport holders.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £25m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. A fifth girls' House (Queen Elizabeth Hall) opened in September 2023, along with two new all-weather sports pitches and the fully refurbished Barnes Theatre, was recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. Three boys houses, Rigg's Hall, Ingram's Hall and Churchill's Hall have also recently received significant refurbishment.

# HR Co-ordinator

*Permanent, 35 hours per week (Monday to Friday), 52 Weeks*

We are seeking an enthusiastic and motivated HR Co-ordinator to join our newly restructured and vibrant HR team, to assist with the delivery of an effective HR service.

Being the first point of contact in the department, you will offer a professional and responsive customer focused service.

Every day offers new challenges in this busy and varied role, where the postholder can expect to be involved in a range of HR activities. Duties will include supporting the recruitment and onboarding of new employees, in accordance with our safer recruitment procedures, inputting and maintaining HR databases, co-ordination of mandatory training and general HR administration.

The role requires strong organisation and IT skills, as well as having the desire and passion to deliver high standards of work.

In addition to a competitive salary, we offer professional training and development and generous benefits which include enhanced pension contributions and holiday entitlement, life insurance, school lunch, use of the school sports and library facilities and access to a cycle to work scheme.

Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.

Full application packs and job descriptions can be obtained from our website:

<http://www.shrewsbury.org.uk/page/job-vacancies>

or email: [humanresources@shrewsbury.org.uk](mailto:humanresources@shrewsbury.org.uk)

**Closing Date: 12 noon, Monday 18 November 2024**  
**Interviews will be held on Thursday 21 November 2024**

*Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

# Job Description

## MAIN PURPOSE OF ROLE

To provide a comprehensive range of human resources administration and co-ordination across Shrewsbury Schools covering a broad range of HR areas.

## LEVEL OF POSITION

The Post holder will report directly to the Senior HR Co-ordinator who is responsible for day-to- day Line Management including annual reviews, training and development and health and safety.

## DUTIES AND RESPONSIBILITIES

*The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:*

### Recruitment Administration

- To support the School in the administration and co-ordination of the recruitment and selection procedure in accordance with the School's Safer Recruitment Policy and procedure, to include the following:
  - Preparing application packs and placing advertisement on websites and in press as required. Taking calls, answering emails and co-ordinating the application forms received.
  - Checking application forms prior to short listing for employment history, declaration of convictions, work permits and any other relevant safer recruitment checks.
  - Assisting with all other recruitment administration i.e. photocopying, emailing, and co-ordinating and liaising with Line Managers.
  - Organising interviews for short listed candidates and liaising with the HR Officer regarding the interview schedule. Providing interview documentation, and booking rooms as required.
  - To request employment references for candidates invited to attend interview, ensuring all references are received in a timely manner, and verbally verified.

- To request DBS Disclosures in a timely manner and checking candidate's identification in accordance with procedure.
- To carry out all Prohibition and Online checks as required before interview.
- To process new starter files & upload electronically.
- To be responsible for accurate data input into the Single Central Register (SCR) ensuring that all information is entered in accordance with the ISI Inspection Regulations.

### Payroll Administration

- To liaise with the Payroll Officer with a variety of staff changes, new employees and terminations, share information for monthly payroll as required and archive monthly.
- To accurately input all new members of staff onto the payroll system.
- To liaise with the Payroll Officer regarding employee sickness absence and ensuring that Line Managers comply with the Health & Safety Act regarding sickness absence.
- To assist the HR Manager / Payroll Officer with sending out correspondence to employees when annual pay increases are applied.
- To accurately maintain manual and computerised record systems in a timely manner.

### Training, Development and appraisal

- To assist with all aspects of administration and co-ordination of training, Induction and development for Support employees to include booking training rooms, liaising with trainers, sending out staff reminders of statutory training attendance, issuing training certificates etc.
- To co-ordinate probationary reviews, making sure probationary meetings are completed by line manager by the appropriate date and returned in a timely manner. To identify reports that are not satisfactory and liaise with the HR Officer accordingly.

- To assist with the administration and co-ordination of the appraisal scheme.

### General Human Resources Responsibilities

- To update and maintain the Human Resources database(s) with a variety of HR information.
- To produce a wide range of documents, including reports, tables, spreadsheets and general HR correspondence.
- To be responsible for the leavers administration process in liaison with the HR Officer.
- To ensure that all HR filing, electronic & paper is kept up to date on personal files.
- To maintain confidentiality and data protection regulations by ensuring any necessary documents are stored correctly and/ or destroyed appropriately.
- To continue personal and professional development to meet the changing demands of the job, to include participation in appropriate training activities.
- To monitor all HR inbox's and maintain in a timely manner, including the post.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job role.
- To arrange nurse/matron cover as required
- To process invoices as required

### **Suitability to work with children**

- ✦ Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- ✦ The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- ✦ The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- ✦ Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

## **CONTACTS**

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

# Person Specification

It is anticipated that the successful candidate will demonstrate the following:

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications:</b>		
• Excellent all-round education with evidence of continued professional development	√	
• Completed, or working towards, a HR related qualification would be an advantage but not essential		√
• An ICT Microsoft qualification would be an advantage		√
<b>Work Experience:</b>		
• Experience of working in a busy office working environment is essential	√	
• Some experience in HR background would be an advantage		√
• Must have experience of dealing with end-to-end recruitment processes.	√	
• Must have a high level of attention to detail	√	
• Able to recognise when to refer decisions to more senior staff	√	
• Training co-ordinator or Event experience would be an advantage		√
• Have an appreciation of statutory regulations relating to safer recruitment in an education setting		√

**Essential    Desirable**

**Specialist Knowledge:**

- Must have high level ICT skills as an advanced user (Microsoft packages, word, excel, outlook) as well as being able to learn quickly bespoke systems. √
- An understanding and appreciation of accurately keeping a Single Central Register (SCR) for ISI Inspection purposes up to date √
- Experience of working in recruitment and having an understanding of the educational statutory regulations. √

**Personal Attributes:**

- Excellent time management skills, able to see conflicting priorities and manage in a calm and methodical way √
- Confident communication skills when dealing with various stakeholders √
- Works well on own initiative and in within a team. √
- Able to find pragmatic solutions, seek improvements, and able to adapt to changing situations. √
- Positive 'can-do' attitude with personal motivation and a high degree of initiative √
- Excellent customer service skills, approachable welcoming to deal with sensitive issues with tact and diplomacy √



## Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the 'cultural capital' of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).

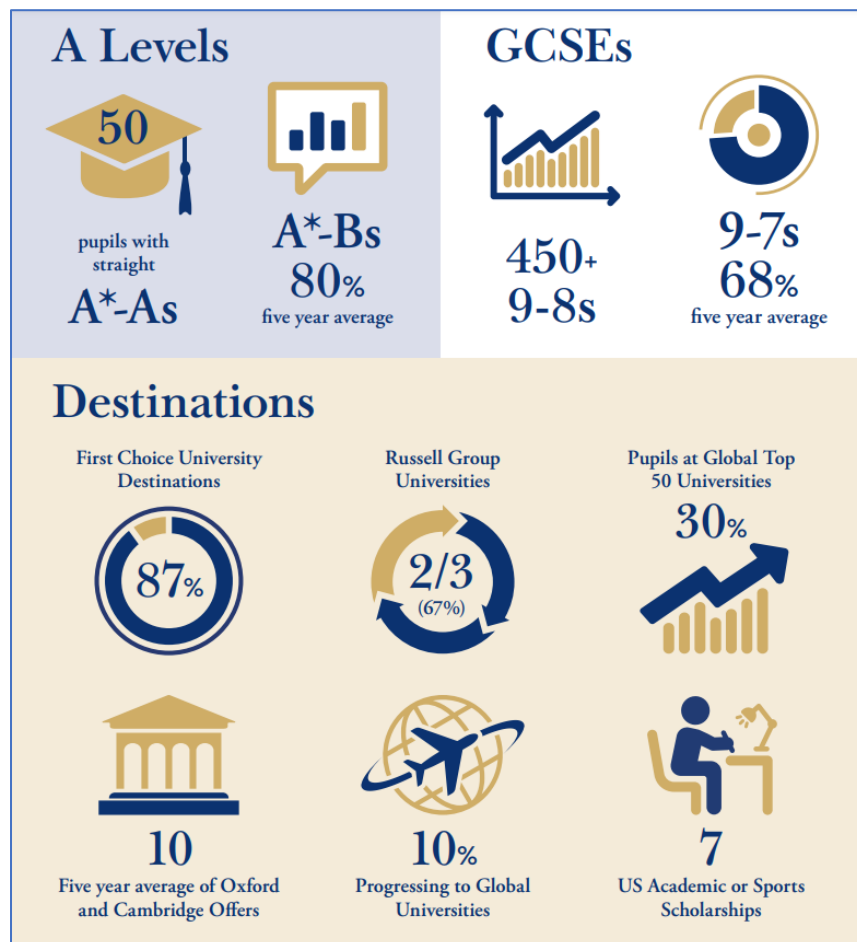




## Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A\*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



## Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

Shrewsbury delights in the uniqueness of its education; a blend of values, traditions, and inspiring people. Our staff are our greatest asset with both teaching and support staff inspiring our pupils through their dedicated professional support.



The Bursary  
Kingsland House

## Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



## International Links

Shrewsbury School delight's in playing its part in developing outstanding schools around the world. Our first international school opened in Bangkok in 2003 and has become the benchmark for quality education in the city and the wider region.

We opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK alumni have visited Bangkok to enjoy gap year opportunities there.





## The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to: [\*\*recruitment@shrewsbury.org.uk\*\*](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY3 7BB.

**Closing Date: Monday 18 November 2024**

**Interviews will be held Thursday 21 November 2024**

Short-listed candidates will be contacted by telephone.

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.



Queries regarding applications should be addressed to:  
[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

*Please also see the Recruitment Guidance Notes on page 19.*



# Benefits and Contractual Terms

## Contractual staff benefits

### **Salary**

We offer a competitive salary, dependent upon qualification and experience.

### **Hours**

This is a full-time, permanent position, working during term time and school holidays.

Normal working hours are 35 hours per week, working 9am to 5pm, Monday to Friday, with a one hour unpaid lunch break.

### **Sick pay**

The postholder will automatically join the contractual sickness scheme after the first six months of employment. In the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.

### **Holiday**

Shrewsbury School's annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year if employment commences part way through the year.

### **Pension**

All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

### **Life Insurance:**

The post holder will be able to join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.

## **Non-contractual Staff Benefits**

### **Training & Development**

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

### **Provision of Meals**

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

### **Parking**

Parking is provided free of charge on and around site in designated areas and with a school permit.

### **Sports Facilities**

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

### **Discount Gym membership**

There is a discounted gym membership that staff can access at a local club.

### **Cycle to Work Scheme**

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

### **Counselling**

Staff can access free counselling sessions through the School Counsellors.

# Recruitment Guidance Notes:

## Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

## Probationary Period

All appointments are subject to a twelve months' probationary period.

## Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

**Note: CVs are not accepted.**

Your letter and application form should be sent as a pdf to:

[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

## References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

## Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✿ Current passport or biometric residence permit
- ✿ Current driving licence
- ✿ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

## **Evidence of qualifications**

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

## **Medical Fitness**

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

## **Safer recruitment checks**

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

## **Disclosure & Barring Service (DBS) Disclosure:**

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

## **Overseas Police check**

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

## **Prohibition check**

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

## **Social Media check**

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.





# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



The Schools, Shrewsbury. Shropshire SY3 7BA.  
Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)  
Telephone: 01743 280500

[www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)

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