

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

School Receptionist

Contents

Headmaster's Welcome	3
Welcome to Shrewsbury School	4
School Receptionist Advert	5
Job Description	6
Person Specification	8
Our Ethos	10
Academic Life at Shrewsbury	11
Support Staff at Shrewsbury	12
Pastoral Life at Shrewsbury	13
International Links	14
The Application Process	15
Benefits and Contractual Terms	16
Recruitment Guidance Notes	18

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.

School Receptionist

Part-time, fixed term contract from December 2024 to 31 August 2025, working 2 days per week, term time plus holidays (competitive salary)

We are seeking to appoint a passionate and values driven Receptionist to cover an internal secondment. This role is based in the heart of the School where you will be the first point of contact for the school's main reception.

Providing a high-quality customer service, you must be adaptable and flexible in your working approach and be able to deal sensitively and confidently with parents, pupils and staff in a clear and confident manner.

You will have excellent office and administrative skills and be able to deal with a variety of office tasks, together with experience of supporting senior stakeholders in a secretarial position. Experience in an educational setting and front of house role is desirable but the right candidate will be provided with all necessary training.

You will demonstrate high level ICT skills and be task orientated and able to deal with conflicting deadlines.

This is a part-time (year-round), position working Wednesdays and Fridays, 8.30am to 5.00pm with a one-hour break for lunch. There will be occasions when you will be expected to work outside these hours to suit the operational need of the school.

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: recruitment@shrewsbury.org.uk.

Closing Date: 12 noon, Thursday 14 November 2024
Interviews will be held on Wednesday 20 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

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:

Reception and administrative tasks:

- Provide a friendly, professional reception service and be the first point of contact for visitors; pupils, parents, staff etc.
- To book visitors into reception, providing them with the relevant ID badge.
- Ensure that the reception office is tidy and presents a positive image of the School at all times.
- To be responsible for the dispatch of all outgoing mail, liaising with the Site Wardens as appropriate.
- To undertake photocopying and typing as may be required.
- To provide general administrative support to various departments as required ie Medical Centre, Bursary, Heads of Faculty, Headmaster's Office, Exam's office etc.
- To co-ordinate bookings, allocation and ticketing for school events as required.
- To be responsible and ensure that supplies of school printed stationery are kept at an appropriate level and to place orders when required.
- To assist with staff recruitment activity, welcoming candidates, handling and accurately recording sensitive information.
- To be responsible for receiving examination papers during the Summer term, ensuring that they are securely stored and not left unattended at any time. Actively liaising with the examinations office in a timely manner.

Secretarial support:

- As and when required, to support the Senior Leadership Team and their respective Administration teams with day-to-day secretarial and clerical support to include:
- Proof reading, checking both grammatical and arithmetical accuracy and restructure information as required.

- To arrange appointments and other events when requested and to liaise with colleagues as appropriate.
- To maintain an accurate diary of appointments and events as necessary.
- To maintain an accurate record filing system.
- To maintain total confidentiality at all times.
- To undertake any other administrative duties, which from time -to-time, may be allocated.
- To undertake such other duties which are reasonably required, and which are consistent with the general level of responsibility of this role.
- To present a positive image of Shrewsbury School at all times, maintaining effective relationships with colleagues, parents and members of the public.
- To become familiar with the school's policies.

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:

Description	Essential	Desirable
Qualifications		
An excellent standard of education	✓	
NVQ Level 3 - Business Administration or equivalent		✓
An IT qualification would be an advantage, or qualified by experience	✓	
Work Experience		
Proven experience of working in a busy professional receptionist role with office, administration and secretarial duties.	✓	
Proactive, resilient and able to deal with multiple tasks.	✓	
A good knowledge of office procedures is essential and experience of working in a similar role.	✓	
Be aligned to the school's ethos and aims.	✓	
Ability to work constructively and flexibly, both independently and as part of a team.	✓	
Experience of producing high quality documents and secretarial correspondence and be competent in the use of Microsoft software and ICT equipment.	✓	
Experience of supporting senior stakeholders at secretary level	✓	
Specialist Knowledge		
Must be able to maintain confidentiality on all school matters	✓	
Good working knowledge of child protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each pupil.		✓

Good understanding of health and safety issues relating to a reception area.	✓	
Must have experience of Microsoft packages and operating office equipment i.e.: photocopier, franking machine etc.	✓	
Personal Attributes		
Ability to develop, establish and maintain positive relationships with staff, parents, and pupils.	✓	
Keen attention to detail with a methodical approach. Well organised, task orientated and able to co-ordinate a range of activities.	✓	
Able to deal calmly with different situations as they arise.	✓	
A good sense of humour. Friendly, empathetic, and supportive approach towards staff and visitors.	✓	
Self-motivation and personal drive to complete tasks to required timescales and quality standards using own initiative.	✓	
Ability to work independently and within a team supporting colleagues.	✓	
Ability to meet deadlines from various stakeholders while working under pressure with minimal supervision.	✓	
Friendly, motivated, and enthusiastic in approach.	✓	
Excellent communication skills to liaise with a wide range of people including staff, parents, pupils, and other visitors to the school.	✓	
Willingness to make a full contribution to the life of a busy independent boarding school.	✓	
Other / Special Working Conditions		
Possess cultural awareness and sensitivity in working towards the aims of the school.		✓

Evidence of having a flexible approach to work to meet the demands of the school where necessary.	✓	
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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.

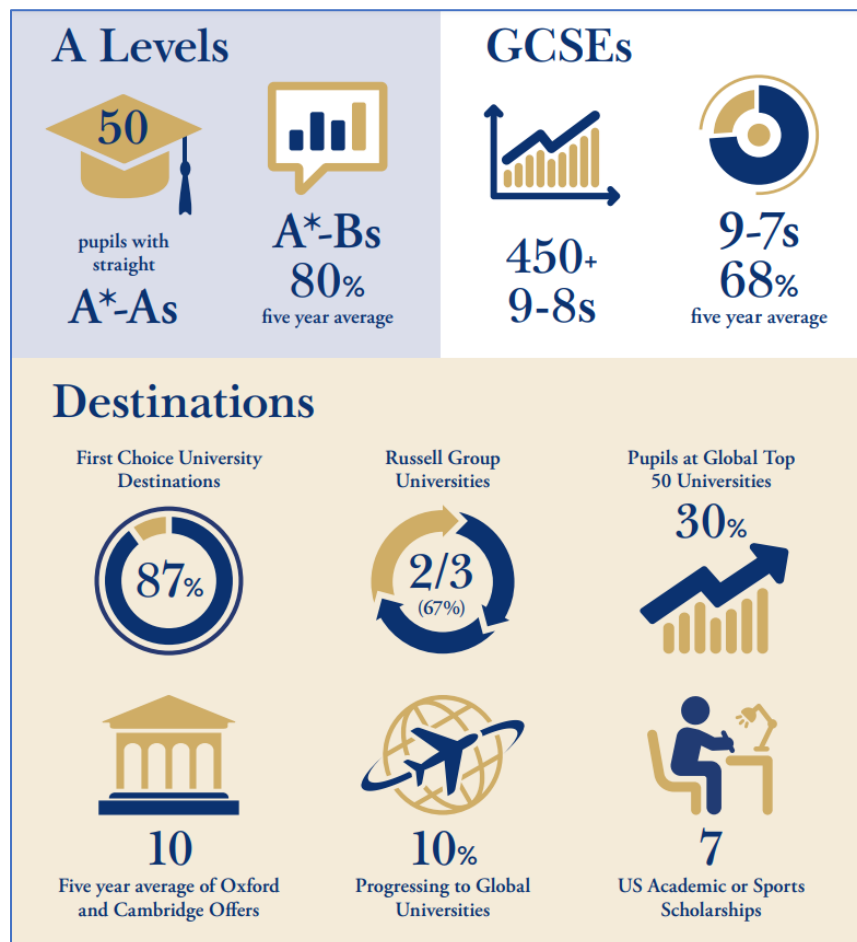
More information about Shrewsbury’s Ethos and Educational Philosophy can be found [here](#).



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 Reception office is situated at the heart of the School in Alington Hall.



Alington Hall

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: Thursday 14 November 2024

Interviews will be held Wednesday 20 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 or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 18.



Benefits and Contractual Terms

Contractual staff benefits

Salary

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

Hours

This is a part-time position, working during term time and school holidays. The position is for a fixed term from December 2024 to 31 August 2025, to cover an internal secondment.

Normal working hours are 15 hours per week, working Wednesdays and Fridays, 8.30am to 5.00pm, 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

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

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413

