

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

Leadership Team Assistant

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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 850 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 110-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 School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School became part of the Shrewsbury family of Schools in 2019, and was joined by Terra Nova School and Prestfelde School in 2025. All are co-educational, boarding and day schools for pupils aged 3-13, affording prospective Shrewsbury School pupils a range of early entry points to the Shrewsbury family.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £40m and a staff of over 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. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, and refurbishment projects of Churchill's and Ingram's Hall completed in 2023.

Leadership Team Assistant

Permanent, Full Time during term time, plus two weeks
£27,500 – £29,000 per annum depending on experience

Shrewsbury School is seeking to appoint a highly organised and proactive Leadership Team Assistant to provide comprehensive support to allocated members of the Leadership Team. This is a pivotal role within the School, offering an exciting opportunity to contribute to the effective running of pastoral, safeguarding, compliance, co-curricular, and whole school operations, in a busy independent boarding school environment.

The role will provide dedicated support to the Senior Deputy Head, Deputy Head (Pastoral) and Designated Safeguarding Lead (DSL), and Deputy Head (Co-Curricular). The successful candidate will be discreet, efficient and forward-thinking, with excellent organisational skills and the ability to manage sensitive information with the utmost professionalism and confidentiality.

A full induction programme is provided for all new members of staff, in addition to a programme of continuous professional development.

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

A full Recruitment Pack and Application Form are available to download from the following link:

[Job Vacancies | Shrewsbury School](#)

Due to Safer Recruitment guidelines applications must be submitted via a completed application form. Completed application forms can be submitted to recruitment@shrewsbury.org.uk or via the above link. CVs cannot be accepted.

Closing Date: 10am on Thursday 18th June 2026

Interviews to be arranged for week commencing 22nd June 2026

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

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

Job Title:	Leadership Team Assistant
Responsible to:	Executive Assistant to The Headmaster
Principal Relationships:	Senior Deputy Head, Deputy Head (Pastoral) & DSL, Deputy Head (Co-curricular), Deputy Head (Academic), Reception Team, MIS Data Manager, Teaching and Support staff.

Purpose of the Role:

The role provides dedicated, high-quality and proactive administrative support to the Senior Deputy Head, Deputy Head (Pastoral) & Designated Safeguarding Lead (DSL), and Deputy Head (Co-Curricular), ensuring the smooth and efficient delivery of safeguarding, compliance, pastoral, co-curricular and wider school operations. The postholder will help maintain robust administrative systems and processes, enabling the relevant Leadership Team members to focus on strategic priorities while ensuring that day-to-day operational demands are met.

Scope of the Role:

The exact nature of the role will depend on the strengths of the individual appointed and the evolving requirements of the School. It is expected to include:

Leadership Team Support:

- Provide comprehensive administrative support to the Senior Deputy Head, Deputy Head (Pastoral) and DSL, and Deputy Head (Co-Curricular).
- Manage calendars, meetings and associated scheduling.
- Prepare documentation, reports, agendas and minutes as required.
- Support the coordination of priorities and workflows.

Safeguarding and Compliance:

- Provide high-quality administrative support to the DSL, maintaining accurate safeguarding systems and records, processing safeguarding training, and tracking compliance requirements.
- Support statutory safeguarding procedures, including pupil transfers and the management of associated documentation.
- Act as a super-user for allocated systems such as GTMatrix, supporting Duty of Care Transfer workflows and wider compliance processes.
- Support the administration and monitoring of UKVI compliance requirements.
- Maintain secure, confidential and compliant records in line with statutory guidance and school policy.
- Assist with preparation for safeguarding audits and inspections, ensuring documentation is well-organised, accessible and inspection-ready.

Pastoral and Pupil Administration:

- Support the monitoring of pupil attendance and manage associated administrative processes.
- Assist with appropriate and timely communication with parents as required.
- Provide administrative support for pastoral processes, systems and record-keeping.

Co-Curricular and Events Support:

- Support the administration and coordination of scholarship review processes.
- Liaise with Events and Marketing teams to support co-curricular activities, whole-school events and associated communications.
- Assist with the administration and coordination of staff rotas.
- Support Speech Day planning, including the organisation and tracking of prizes.
- Coordinate whole-school and individual pupil photography arrangements.

Systems and Data Management:

- Act as a super-user for key school systems such as iSAMS and GTMatrix, supporting staff in their effective use of these platforms.
- Extract and prepare data for operational needs (e.g., SOCS calendar entries), ensuring accuracy and timely availability.
- Input and manage event-related data within school systems, maintaining clear and consistent records.
- Support the accuracy and integrity of administrative data, working closely with the MIS Data Manager to ensure alignment with whole-school data standards.

Operational and General Administration:

- Collate and prepare expenses for Leadership Team approval.
- Support designated aspects of recruitment and selection processes.
- Provide high-quality administrative support as directed by Leadership Team members.
- Maintain effective digital and paper-based filing systems.
- Ensure all work is completed to a high standard and within agreed timescales.
- Liaise with the Executive Assistant to the Headmaster regarding meetings, diary matters and updates as required.

Other:

- Undertake any other duties reasonably assigned to the Leadership Team Assistant.

Person Specification

Qualifications and Knowledge:

	Essential	Desirable
Educated to at least GCSE level (or equivalent) including English and Mathematics	✓	
Evidence of relevant administrative or business support training	✓	
Administrative or business qualification (eg. NVQ level 3/4 , Business Administration, PA qualification)		✓
Safeguarding training or willingness to undertake training	✓	
Understanding of safeguarding principles and compliance and its importance in a school context	✓	
Knowledge of ISI requirements and inspection frameworks		✓
Strong IT skills (Microsoft Office, databases, MIS systems)	✓	
Knowledge of systems such as iSAMS		✓

Work Experience:

	Essential	Desirable
Proven experience providing administrative support	✓	
Proven experience providing administrative or PA support to senior managers		✓
Experience of handling confidential and sensitive information	✓	
Experience of managing multiple diaries, meetings and competing priorities	✓	
Experience of preparing professional documentation (reports, agendas, minutes)	✓	
Experience with school-based systems such as ISAMs, working with data systems and reporting		✓
Experience of effective record-keeping and data management	✓	
Experience in educational or safeguarding environment		✓

Experience of providing support for Safeguarding and/or compliance tasks such as monitoring, audits or regulatory processes		✓
Experience of co-ordinating events		✓

Personal Attributes:

	Essential	Desirable
Excellent organisational skills with the ability to prioritise and manage multiple tasks under pressure	✓	
Highly developed attention to detail and accuracy	✓	
Excellent written and verbal communication skills	✓	
High level of discretion and confidentiality	✓	
Proactive, efficient and able to anticipate needs	✓	
Strong problem-solving skills	✓	
Calm, professional and resilient approach	✓	
Strong sense of responsibility and integrity	✓	
Ability to work collaboratively with a range of stakeholders	✓	
Ability to work proactively and anticipate needs	✓	
Flexibility and willingness to adapt	✓	

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.

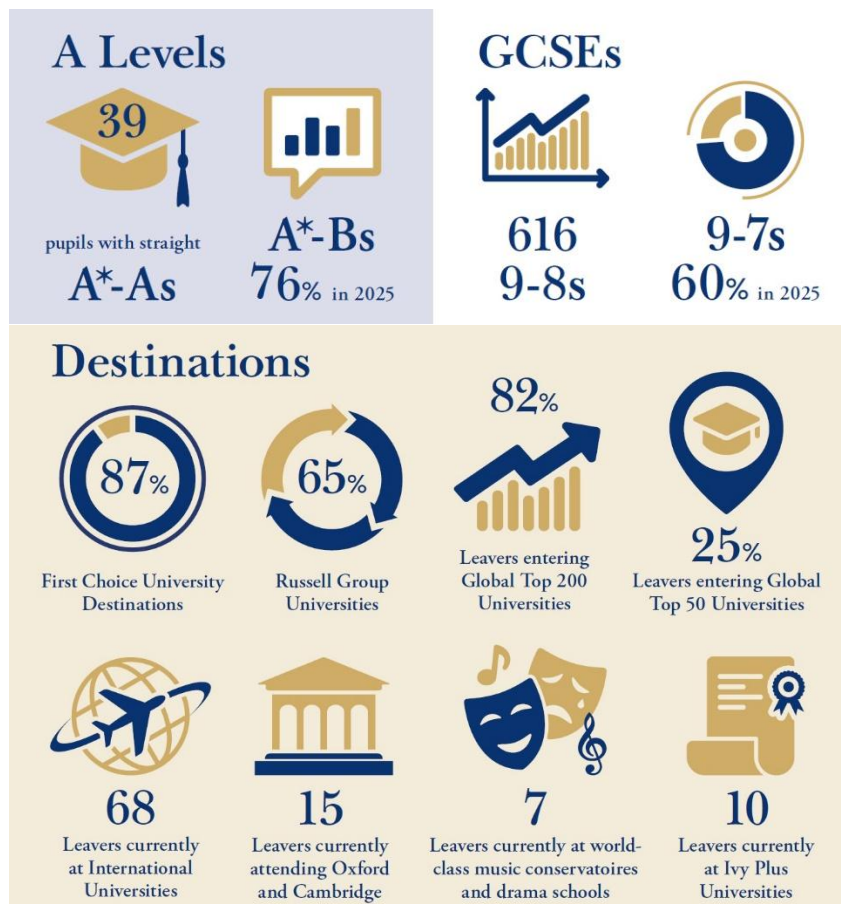
More information about Shrewsbury’s Ethos and Educational Philosophy can be found [here](#).



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 5% of our leavers have gone on to Oxford and Cambridge and virtually all have taken up 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. Our Summer 2025 results and destinations are summarised below.



2025 Public Examination Results at Shrewsbury

Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, to ensure that the Schools in our family function effectively and are able to deliver an exceptional level of whole person education to our pupils.

Whether this is maintaining our grounds, the upkeep of our estate, managing our finances, supporting and developing our staff, ensuring our classrooms and houses are clean and safe; our staff are always supporting our pupils and parents in whatever way they can and they are incredibly passionate and proud of the work they do.

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 operational 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 is also attached to the House and will be involved in a duty evening plus helping out with house events and trips.



Co-Curricular Life at Shrewsbury

We want all our pupils, whatever their ability, to enjoy their life beyond the classroom, and Shrewsbury has a well-earned reputation for artistic, musical and sporting excellence.

We compete internationally in cricket and rowing, and we are one of the strongest schools in the country for football, cross-country running and fives. Facilities and coaching for these - and a host of other sports including badminton, basketball, tennis, fencing, lacrosse, hockey, netball, and rugby - are excellent.

Our school plays and musicals have drawn praise at the Edinburgh Fringe Festival and in London. As one would expect from one of the strongest music departments in the country, the breadth and quality of music making is remarkable, and a number of pupils win places at some of the top music colleges each year.

We also offer our pupils an extraordinary array of clubs, societies and other co-curricular activities, many of which take place on a dedicated weekly activity afternoon. The majority are led by members of school staff.

Shrewsbury is surrounded by glorious unspoiled countryside and the School makes the most of its easy access to the Shropshire Hills, the Welsh Marches and Snowdonia, as well as easy access to Birmingham and Manchester.



International Links

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

So successful has the venture been that 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 premium international school launched in Phnom Penh, Cambodia and in 2025 Shrewsbury International School India opened. Plans are afoot to open further international schools in the coming years.

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 international schools. Over the years Shrewsbury UK graduates 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 submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via [Job Vacancies | Shrewsbury School](#).

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

The closing date for applications is 10:00am on 18th June 2026

Start date: **September 2026**

Short-listed candidates will be invited to interview during the week commencing **22nd June 2026**.

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 the application process should be addressed to: recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please note the Recruitment Guidance Notes on page 19.



Contractual Terms

Salary

We offer a competitive salary, based on skills, qualifications and experience.

Hours

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

Normal working hours are 40 hours per week Monday to Friday, with an 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, after the qualifying period you will receive 6 weeks at full pay and 6 weeks at half pay, and thereafter Statutory Sick Pay.

Holiday

The postholder is entitled to the paid statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the school holidays and is paid as part of the normal salary.

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.

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

Whilst operation during term time, Lunch is provided at our dining room in Kingsland Hall. Refreshments are provided on site.

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, padel courts and a gymnasium which are available for staff use.

Cycle to Work Scheme

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

Employee Assistance Programme

Staff can access free wellbeing support, counselling and advice and guidance.

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 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 which details your suitability for the role and what you would bring to the School.

Note: Unfortunately, CVs are not accepted.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via [Job Vacancies | Shrewsbury School](#).

References

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice 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, share code or eligible immigration document
- ✦ 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 health declaration questionnaire and if necessary, an occupational health referral will be made.

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.

DBS Disclosure and other checks

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 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

