

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

## Health Centre Manager

Start date – September 2026

# Contents

<b>Headmaster's Welcome</b>	<b>3</b>
<b>Welcome to Shrewsbury School</b>	<b>4</b>
<b>Health Centre Manager</b>	<b>5</b>
<b>Job Description</b>	<b>6</b>
<b>Person Specification</b>	<b>9</b>
<b>Our Ethos</b>	<b>12</b>
<b>Academic Life at Shrewsbury</b>	<b>13</b>
<b>Pastoral Life at Shrewsbury</b>	<b>15</b>
<b>Co-Curricular Life at Shrewsbury</b>	<b>16</b>
<b>International Links</b>	<b>17</b>
<b>The Application Process</b>	<b>18</b>
<b>Contractual Terms</b>	<b>19</b>
<b>Staff Benefits</b>	<b>20</b>
<b>Recruitment Guidance Notes:</b>	<b>21</b>

## 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.

# Health Centre Manager

*Permanent, Full Time, Salary £38,853.00 per annum*

Shrewsbury School is seeking an outstanding Health Centre Manager to lead and develop our 24-hour Health Centre, a vital part of pastoral care in our thriving co-educational boarding and day school. This is an exciting opportunity for an experienced Registered General Nurse (RGN) to combine clinical expertise with strategic leadership, delivering exceptional healthcare provision and promoting pupil wellbeing at the highest level.

The role will report to, and work closely with, the Deputy Head (Pastoral), ensuring that the delivery of medical care is co-ordinated with the overall delivery of pastoral care across the School.

The successful candidate will be highly motivated, proactive and an experienced leader with a passion for delivering outstanding care. You will have proven leadership and team management skills, a strong understanding of clinical governance and safeguarding, experience working with young people, excellent communication, organisational and decision-making abilities and the ability to stay calm and resilient under pressure. The post comes with an excellent package and offers an exciting opportunity to join a unique family of schools providing world class education.

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 application pack and job description can be obtained from our website:**

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

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

**Closing Date: 12:00 Noon on Wednesday 10<sup>th</sup> June 2026**

**1<sup>st</sup> Stage Interviews will take place on the 17<sup>th</sup> June 2026**

**2<sup>nd</sup> Stage Interviews will take place on the 22<sup>nd</sup> June 2026**

***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

The Health Centre is a key component of pastoral provision within a busy co-educational boarding and day school. It operates 24 hours a day during term time and provides a comprehensive service including acute care, chronic condition management, health promotion and mental health support. The Centre works closely with boarding houses, parents and external healthcare providers to ensure the highest standards of pupil wellbeing.

## MAIN PURPOSE OF ROLE

To lead, manage and develop the Health Centre to deliver outstanding, evidence-based healthcare to pupils. The role combines clinical practice with strategic leadership, ensuring strong clinical governance, effective operational systems and a cohesive, motivated team. The postholder will drive a proactive culture focused on continuous improvement and an excellent pupil experience.

## LEVEL OF POSITION

The post holder reports to the Deputy Head (Pastoral), who will provide day-to-day line management including appraisal, training & development and is also responsible for providing a safe working environment, in accordance with Health & Safety and Safeguarding legislation.

## DUTIES AND RESPONSIBILITIES

*These duties are illustrative. Shrewsbury School reserves the right to alter the content of this job description, after consultation and consistent with the level of responsibility of this role, to reflect the school's changing demands.*

## MAIN RESPONSIBILITIES:

The Health Centre Manager will have overall responsibility for the day to day running of the Health Centre.

### Management and Leadership:

- Provide visible, proactive leadership across a shift-based team, bringing consistency, clarity and cohesion.
- Line manage nursing and administrative staff including recruitment, induction, appraisal and development.
- Establish a strong team culture focused on accountability, high standards and collaboration.
- Ensure effective communication between shifts, departments and stakeholders.

- Work with Radbrook Green Surgery and the School Medical officer to ensure a strong working relationship between the surgery and the school
- Support nurses through regular 1:1 supervision meetings
- Assist the Summer School with support in set up prior to its starting dates and delivery of health care during its operational weeks.

### **Clinical governance and Nursing:**

- Oversee clinical governance of the Health Centre, school medical policies, protocols and decision-making.
- Undertake nursing duties (triage, treatments, GP Surgery clinics and inpatient care) with reduced but regular clinical commitment
- Ensure all care aligns with NICE guidelines, professional standards and statutory requirements.
- Oversee the management of chronic conditions and individual healthcare plans and childhood immunizations
- Ensure the Schools policy for the Safe Handling and Administration of Medicines is adhered to – this involves visiting Boarding Houses bi-annually to ensure compliance in this matter.
- Work closely with the Deputy Head (Pastoral) to ensure that the delivery of medical care is coordinated with the overall delivery of pastoral care, including support with mental health referrals and liaison with the School Counsellor and outside agencies
- Work closely with the Director of Sport to ensure that the delivery of medical care is coordinated with the overall delivery of sporting needs care, including support with pitchside First Aid, concussion management
- Work with the Head of Pupil Welfare to contribute meaningfully to the health education element of the school’s PSHE curriculum.

### **Operational Delivery:**

- Maintain an appointment-based system for pupil access to care, enabling efficient workflow and protected administrative time
- Oversee daily operations including triage, clinics, inpatient provision and emergency response
- Coordinate staffing and rotas to always ensure safe and effective cover  
Take responsibility for coordinating staffing cover within the team for sickness and absence in the Health Centre
- Retain oversight and accountability for all clinical administration tasks
- Ensure accurate, timely records and effective systems management.

### **Safeguarding and Compliance:**

- Lead safeguarding within the Health Centre in line with KCSIE requirements
- Attend appropriate meetings to represent the Health Centre and share good practice, training and updates
- Collate, analyse and present reports and data on Health Centre performance
- Ensure compliance with ISI, National Minimum Boarding Standards and all school policies.
- Prepare for and lead the Health Centre contribution to inspections.
- Share the responsibility with all staff for safeguarding and promoting the welfare of children and adhere to the School's Safeguarding & Child Protection policies.

### **GENERAL RESPONSIBILITIES:**

- Attend weekly common room briefings
- Maintain high standards of professionalism and confidentiality at all times
- Role model the School values and behaviours and visibly promote
- Ensure high standards in respect of health and safety, equality, diversity and inclusion, safeguarding and child protection
- Be flexible to assist with rapidly changing work requirements
- Maintain an awareness of changing external requirements and ensure that the Health Centre service responds to changes in context
- Keep up to date and relevant in respect of clinical care, safeguarding, public health, education and operations.

### **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.

# Person Specification

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

## Qualifications and Knowledge:

	Essential	Desirable
• Registered General Nurse (RGN)	✓	
• Strong IT skills with experience of MS Office applications and patient management systems	✓	
• Good working knowledge of the physical, mental and emotional health issues associated with young people	✓	
• Good working knowledge of NICE guidelines	✓	
• Good working of medicine management and administration procedures	✓	
• Relevant qualification or training in leadership and management		✓
• Safeguarding qualification (Level 3) and/or in-depth knowledge desirable		✓

## Work Experience:

• Significant experience working within a healthcare or clinical nursing environment	✓
• Experience of leading, managing and supervising staff including performance management and development	✓
• Experience of clinical decision-making	✓
• Experience of clinical governance and compliance	✓
• Experience of working with children or young people	✓
• Experience of managing clinical systems, patient records and administration	✓
• Experience in rota planning and service coordination	✓

- Experience working within a school or boarding/residential environment ✓
- Experience managing shift-based teams or 24 hour services ✓
- Experience preparing for or supporting inspections (eg. ISI, CQC or similar) ✓

Personal attributes:

- Ability to provide clear, visible leadership and build an effective cohesive team ✓
- Ability to think strategically and plan for the long term development of the Health Centre service ✓
- Strong people management skills with the ability to motivate staff, set high standards and drive accountability ✓
- Confident decision making in clinical and operational situations ✓
- Ability to maintain safe, evidence based clinical standards ✓
- Proactive with a strong commitment to continuous improvement ✓
- Strong attention to detail in maintaining accurate records and systems ✓
- Excellent communication and advisory skills, both written and verbal ✓
- Ability to work effectively with medical professionals, school leadership, external agencies, parents and pupils ✓
- Strong organisational skills and ability to manage multiple priorities ✓
- Professional, calm and resilient under pressure ✓
- High level of integrity, confidentiality and discretion ✓

- Approachable, supportive and committed to pupil and staff wellbeing ✓
- Good analytical and problem-solving skills ✓
- Flexibility to meet the needs of the business ✓

## 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.

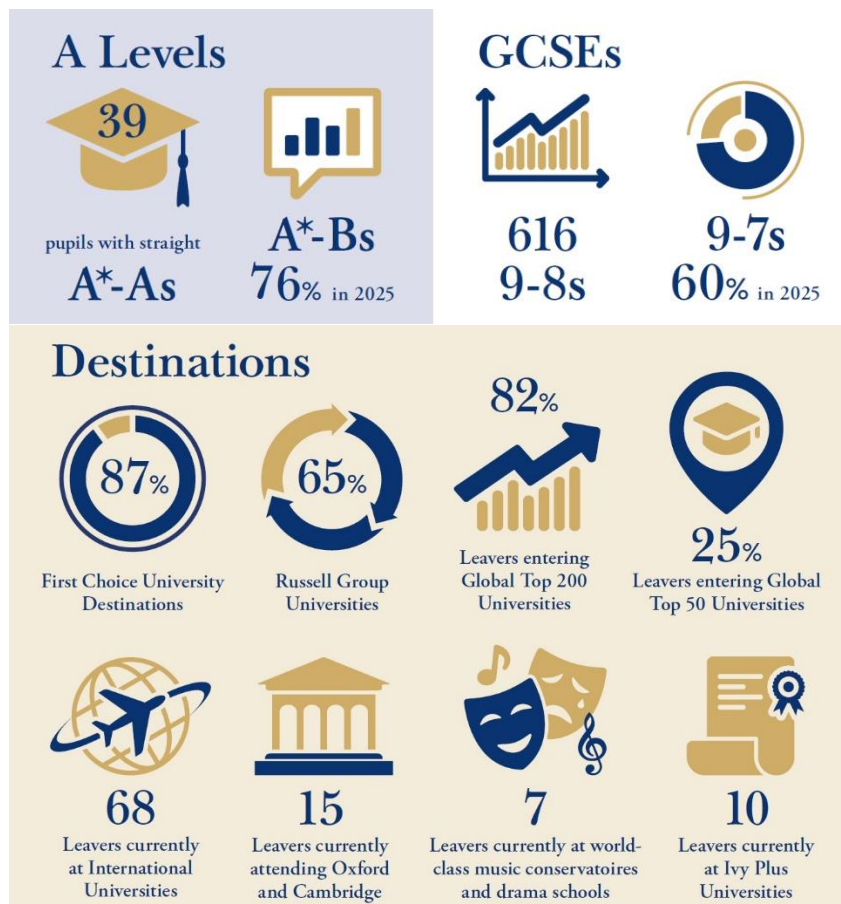
More information about Shrewsbury’s Ethos and Educational Philosophy can be found [here](#).



# 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 Wednesday 10<sup>th</sup> June 2026, 12:00 noon**

Start date: **September 2026**

**Short-listed candidates will be invited to 1<sup>st</sup> stage interviews on the 17<sup>th</sup> June 2026, with 2<sup>nd</sup> stage interviews taking place 22<sup>nd</sup> 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](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

*Please note the Recruitment Guidance Notes on page 21.*



# Contractual Terms

## Salary

We offer a salary of £38,853.00 per annum

## Hours

This is a full-time, permanent position working during term time and 6 additional weeks during school holidays. These additional weeks will be agreed with the Deputy Head (Pastoral) as the start of each academic year.

The role is 40 hours per week, with core hours from 7:30am till 4:30pm, Monday to Friday, with an unpaid lunch break of 1 hour each day.

## 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

Apart from the contractual weeks requiring the postholder to work during some school holidays, as detailed above, you will not be required to work during the remaining school holiday dates. The successful candidate will be entitled to paid holidays, which is based on the statutory minimum entitlement under the Working Time Regulations 1998, which is paid as part of the overall annualised 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

When operational lunch is provided at our dining room, 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 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.

## Counselling

Staff can access free counselling sessions through our outside counselling service.

# Recruitment Guidance Notes:

## Shrewsbury School 2026

### 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 5-month 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](mailto:recruitment@shrewsbury.org.uk)

Telephone: 01743 280500

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

*Registered charity number: 528413*

