

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

## House Administrator

From September 2026

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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.

# House Administrator

*Permanent, Term Time*

We are seeking an organised and detail-oriented House Administrator to provide comprehensive administrative support to the Housemaster/Housemistress within a busy boarding environment, working 9 hours per week.

This varied role includes managing correspondence, preparing documents and event communications, maintaining accurate pupil records and databases, coordinating house activities and trips, and supporting financial processes such as petty cash and invoice tracking. You will also play a key role in safeguarding procedures, ensuring all student information and records are accurate, up to date, and handled confidentially.

The ideal candidate will have excellent administrative and IT skills (Microsoft Office), strong attention to detail, and the ability to manage multiple tasks efficiently. Strong communication skills and a professional, discreet approach are essential.

For a recruitment pack, job description and application form, please visit

[www.shrewsbury.org.uk/page/job-vacancies](http://www.shrewsbury.org.uk/page/job-vacancies), email

[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or call the HR department on 01743 280834.

**Closing date for application: 10:00am 17<sup>th</sup> June 2026.**

**Short-listed candidates will be invited to interviews week commencing 22<sup>nd</sup> June 2026**

CVs cannot be accepted, applicants must submit the above application form.

Please submit your application at the earliest opportunity, we reserve the right to appoint before the closing date.

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

***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 comprehensive administrative support to the Housemaster / Housemistress.

## LEVEL OF POSITION

The Post holder will report directly to the Housemaster / Housemistress.

## DUTIES AND RESPONSIBILITIES

- To proofread, check both grammatical and arithmetical accuracy and restructure information as required as and when requested by the Housemaster / Housemistress.
- To provide clerical and administrative support to the Housemaster / Housemistress. including receiving incoming calls and to take or forward messages appropriately.
- To summarise, circulate and distribute information as required and as requested by the Housemaster / Housemistress.
- To prepare, produce and collate invites and responses to annual House events such as Leavers' Supper.
- To prepare and update lists and labels i.e.: duty rota, telephone, bedrooms, laundry labels, etc.
- To ensure Transfer of Care is held for all students in House for departure/return from/to School for Coach Weekends, Exeats, End of Term and any other agreed absences in line with the Schools Safeguarding Protocols and Guardianship Policy. To ensure all missing information is chased and updated keeping the Housemaster / Housemistress informed, if information has not been provided or is not in line with expectation to notify the Housemaster / mistress to take this forward with parents/guardians.
- To arrange activities and events (both external and internal) as and when requested by the Housemaster / Housemistress this may include booking trips, arranging transport or arranging meals/food.

- To assist the Housemaster / Housemistress in production/publishing and updating of the House fasti (calendar).
- To maintain an accurate records system (including pastoral software, ISAMS, Teams, SharePoint etc.) and maintain in good working order the House filing and archive systems in liaison with the Housemaster / Housemistress and the Schools GDPR policy.
- To carry out accounting procedures relating to the house and pupils, e.g. maintaining accurate records of pupil disbursed costs in relation to invoices; enabling the prompt payment of invoices by regular liaison with the Accounts department; to maintain the in-house petty cash store and ensure accuracy of its accounting and replenishment.
- Ensure a record of valuables (held in the safe by the Housemaster / Housemistress for the students i.e. passport, BRP documents and cash) is kept current and up to date.
- Assist the Housemaster / Housemistress with checking and chasing of UCAS applications.
- Maintaining a robust system for the logging and distribution of Exam Certificates in line with the School's agreed process.
- Completing stationery orders as and when required.
- To regularly maintain and update house noticeboards.
- To maintain personal and professional development to meet the changing demands of the job, to include participation in appropriate training activities.
- To be able to collate/tabulate and otherwise lay out information into the required format using various computer programs i.e. Microsoft Word, Excel, PowerPoint and Publisher
- To ensure any notified amendments to student information is passed to the PA of the Deputy Head Pastoral for confirming and updating of iSAMS.
- To maintain confidentiality and data protection regulations and ensure any necessary documents are shredded in a timely manner.
- 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.

### **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 present a good image of Shrewsbury School as well as maintain constructive relationships.

# Person Specification

## Qualifications

An excellent standard of education

Essential    Desirable

✓

NVQ in Business Administration would be an advantage

✓

An ICT Microsoft qualification would be an advantage

✓

## Work Experience

Experience of working in a busy office environment and proven experience of working in a similar role

✓

Able to plan and organise meetings and appointments

✓

Competent keyboard skills to produce high quality materials and correspondence

✓

Must have a high level of attention to detail

✓

Excellent communication skills to liaise with a wide range of people including young people and parents

✓

Basic understanding of accounting procedures

✓

Able to work independently and as part of a team

✓

## Specialist Knowledge

Understands the importance of Safeguarding and Child Protections regulations, however training will be given

✓

Working knowledge of the Microsoft Office software including Word and Excel

✓

**Personal Attributes**

Excellent time management skills, able to see conflicting priorities and manage in a calm and methodical way

Essential    Desirable

✓

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

✓

**Other / Special Working conditions**

Possess cultural awareness and sensitivity in working towards the aims of the School

✓

Must have a flexible and adaptable approach to meet the needs of the house and school

✓

## 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.

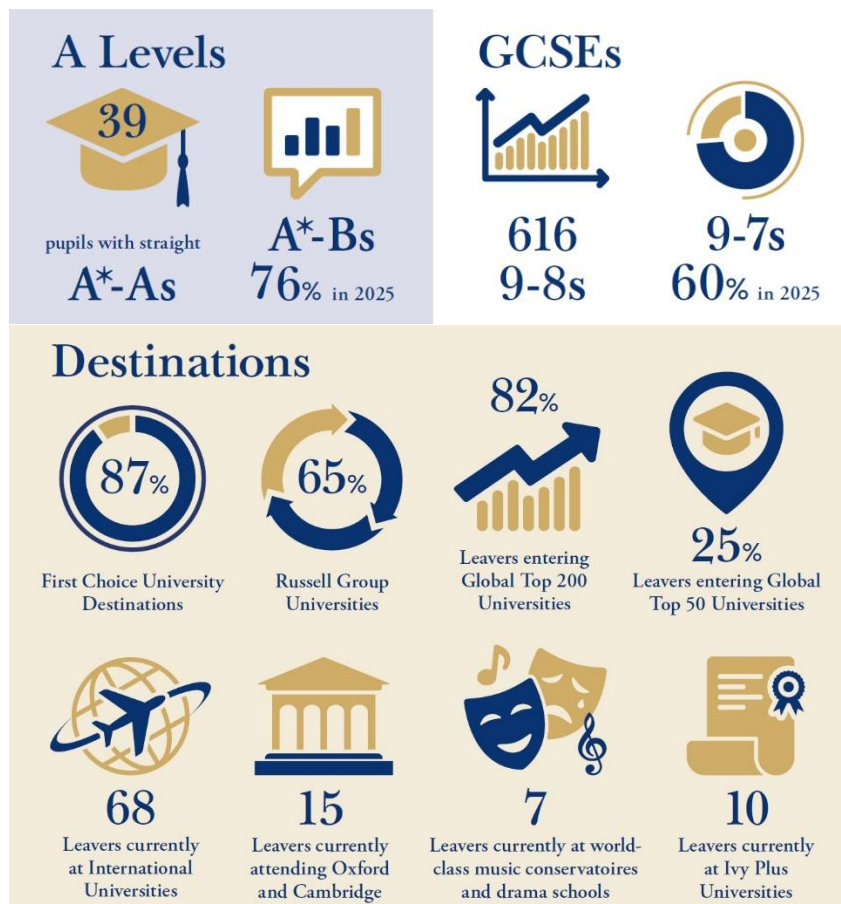
More information about Shrewsbury’s Ethos and Educational Philosophy can be found [here](#).



# 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 the 17th June 2026**

**Start date: September 2026**

**Short-listed candidates will be invited to interviews week commencing 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 20.*



# Contractual Terms

## Salary

Above national minimum wage.

## Hours

This is a permanent position working 9 hours per week, Monday – Friday, during term time only. Working hours can be discussed at interview.

## 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.

## 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 (EAP)

Staff can access free counselling sessions through our Employee Assistance Programme.

# 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 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)

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