



Information for Candidates

Head's PA and Registrar

Contents

Headmistress' Welcome	3
Welcome to Terra Nova	4
Heads' PA and Registrar	5
Our Ethos	10
Co-Curricular Life at Terra Nova	11
The Application Process	12
Contractual Terms	13
Staff Benefits	14
Recruitment Guidance Notes	15

Headmistress' Welcome

Thank you for your interest in the Headmistress' PA and registrar vacancy we have at Terra Nova School. Whether this is the first time you've come across Terra Nova or you already know us well, it doesn't take long to understand that whilst our setting is extremely beautiful, it is the people within who make it the special place it is with our pupils at its heart.

Our dedicated and highly skilled staff is the linchpin of the community and our pupils are at the centre of everything we do. If you like what you read here and think you could be a good addition to our team, then we'd love to receive your application.

As a leading prep school, nestled in the Cheshire plains, we were graded 'excellent' in all areas by the Independent Schools Inspectorate in July 2022 and exceeded in all areas in November 2025. We have ambition for every child and our philosophy for education is simple – a truly whole child education where all pupils achieve their potential to lead happy and fulfilled lives.

Reflected in our vision and values, we unearth each child's talent through a curriculum that is truly broad and balanced. Our dedicated and highly skilled teaching team carefully craft opportunities for challenge and learning. Character values are explicitly taught and practised at every opportunity to further enhance our whole child approach. Our support team is integral to providing that nurturing and supportive environment that enables our pupils to thrive.



Welcome to Terra Nova

At Terra Nova School ambition begins and futures take shape. Nestled in the rolling Cheshire countryside, we believe that every child has unlimited potential – and we have ambition for every child.

As a leading co-educational day and boarding prep school, and part of the Shrewsbury School Family, we combine tradition with innovation to deliver an education that excites and empowers.

Our pupils are curious, confident, and full of character – qualities that flourish through inspiring teaching, enriching opportunities and a culture that celebrates individuality. Excellence is woven into every day. From Nursery through to Year 8, our pupils are challenged to think deeply, act kindly and embrace new opportunities. They are taught by talented and passionate educators who bring learning vividly to life ensuring that curiosity and confidence grow hand in hand. Our wider school community creates a safe and secure environment filled with excitement and opportunity, where pupils' wellbeing and happiness is paramount.

Terra Nova also benefits from being part of the Shrewsbury Family of Schools. This pathway allows us to extend the same ethos and standards into the senior years, with Shrewsbury School recognised as one of the UK's leading independent schools. For our families, this means a joined-up journey from early years through to Sixth Form – a reassuring continuity of care, character and excellence. For our staff, this means access to a larger family of support, greater expertise, collaboration, resources and opportunities for development.

Headmistress' PA and Registrar

Salary £32,000 - £35,000 DOE

Terra Nova Preparatory School, situated in the heart of Cheshire, is a renowned independent, co-educational, preparatory day school of 230 pupils aged 2-13. Terra Nova School has a wonderfully happy, creative atmosphere where each individual is challenged, cherished and inspired to reach their potential. Every child is encouraged to do their best, resulting in outstanding results academically, on the sports field and in the creative and performing arts.

Following the successful promotion of the current Personal Assistant to the post of Operations Manager, an exciting opportunity has arisen for a capable and enthusiastic individual to join the School as Personal Assistant to the Headmistress, with additional responsibility for the Registrar function. The successful candidate will join the team as soon as possible on a permanent, full-time basis.

The Headmistress's PA and Registrar will manage the Headmistress's diary, provide a warm welcome to all visitors to the Headmistress and have experience with supporting management in a fast-paced environment. We are seeking someone with excellent written and verbal communication skills, a strong eye for detail, and plenty of initiative.

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

*Closing date for applications will be Tuesday 26th May 2026
Interview will take place Monday 1st and Tuesday 2nd June 2026*

Shrewsbury School and Terra Nova School are 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

Headmistress' PA and registrar

- The efficient and professional running of the Headmistress' Office, school administrative systems and key relationships internally and externally.
- Oversee the critical admissions function of the school, working with the Head and Admissions staff and the central marketing team at Shrewsbury School.
- Act as a visible ambassador for Terra Nova School and its core messaging.

Key relationship

Alongside the Headmistress, the postholder will work closely with the Leadership team and School administrative functions. Acting as a key conduit between Terra Nova and the central teams at Shrewsbury, the postholder will build professional and collaborative relationships across the group.

Key responsibilities

Head's PA

- Provide an efficient and professional support service to the Head managing correspondence, diary, travel arrangements, emails and post and responding/taking action where appropriate.
- Maintain tact, discretion and confidentiality at all times.
- Liaise with parents, staff, Governors and outside organisations on behalf of the Head, ensuring the Head is appropriately briefed.
- Support the Head with the day-to-day management of the School office and site and organisation and delivery of School events.
- Act as a liaison point for Shrewsbury central teams – e.g. Marketing, Admissions, Development.
- Prepare correspondence, policies and other documentation to the Head's specification.
- Liaise with staff on behalf of the Head as required, arrange and attend confidential staff meetings, record discussions, take and distribute minutes as appropriate.
- Oversee reception and admissions teams.
- Alongside the Deputy Head, keep the ISI database up to date with most recent school data, and provide information analysis to support school planning and improvement.
- Act as correspondent with the DfE and other agencies/bodies and take responsibility for records and returns.
- Seek out good news stories from the school community, capture material and support with the provision of content for the school website working collaboratively with the Marketing team.



- Have an oversight of admissions and marketing and support the Head to manage the schools response to any issues that may pose a risk to school reputation.

Registrar

- Handle parental enquiries, balancing the necessity of processing enquiries swiftly and efficiently whilst also ensuring that every individual family feels they have received a highly personalised service.
- Work with the Admissions and Marketing teams at Shrewsbury to ensure relevant information is shared and parental needs are met, marketing materials are regularly reviewed and updated, support is provided to increase enquiries and measure marketing activity, and open days and taster events are effectively managed.
- In conjunction with other staff, oversee the planning and arranging of family visits and tours, taster days and other admission experiences, ensuring all staff involved are fully briefed. Actively conduct tours with families where required.
- Provide a high level of support to families after a visit, following up with information and communications. Following acceptance, ensure families receive timely information prior to starting at the School.
- Ensure timely follow-up calls for parents who have enquired, visited or been offered a place but have not yet taken their application to the next stage.
- Maintain the CRM systems (Hubspot and ISAMs) with all relevant information about applications from initial point of enquiry through to acceptance and joining the school.
- Co-ordinate the annual scholarship process, ensuring information is sent to parents and events are planned effectively.
- Be the first point of contact for all agents, providing prospective families with information as required and co-ordinating arrangements for visits or online interviews with the Head or Boarding staff.
- Liaise closely with Shrewsbury School Admissions to ensure the recruitment of Pathway pupils are managed consistently, particularly where applications are for a through place.
- Manage the receipt of registration fees and surety payments, liaising with the central Shrewsbury teams.
- Liaise with appropriate School contacts regarding organising SEN and pupil assessments.
- Ensure admissions processes comply with school policy and applicable regulations including international admissions and visa requirements. Oversee the transfer of pupils in and out of the School, including the timely notification of the LEA, Border Agency etc.
- Support compliance with data protection requirements, GDPR and records retention, maintaining clear audit trails for admissions decisions and ensuring safeguarding is considered in record-handling.



- Ensure enrolment and leaver records are accurate and up to date, oversee document collection such as birth certificates, passports, reports, medical and consent forms.
- Review progress and applications regularly with the Head, produce update reports and analysis, and support DSL with child protection and safeguarding files.
- Contribute to termly planning for pupil numbers and class capacity.
- Organise and attend meetings, events and functions designed to promote the School and increase admissions, sometimes outside normal hours
- Support the Marketing team with the production of the Prep School's newsletter.

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be subject to modification or amendment at any time after consultation with the holder of the post.



Person Specification

Description	Essential	Desirable
Qualifications and knowledge		
GCSE Maths and English or equivalent qualification	X	
Educated to degree level		X
Knowledge and awareness of safeguarding within education	X	
Excellent IT skills including MS Office suite	X	
Knowledge of MIS systems	X	
Knowledge of education specific MIS systems eg. ISAMs		X
Knowledge of the independent school sector		X
Knowledge of admissions processes, customer relationship management		X
Knowledge of safeguarding and promoting the welfare of children		X
Work Experience		
Proven experience in a senior administrative or PA role, ideally supporting a senior leader	X	
Experience in admissions, marketing or customer focused roles		X
Experience of diary management, correspondence handling and meeting administration	X	
Experience of managing processes, data and records with a high level of accuracy	X	
Experience of dealing with confidential and sensitive information	X	
Experience of dealing professionally with families, children, external stakeholders	X	
Experience of organising events such as open days, tours, assessments		X
Experience of data analysis and reporting		X
Project management experience		X
Personal Attributes		
Professional, welcoming and approachable	X	
Outstanding organisational and time management skills	X	
High level of accuracy and attention to detail	X	
Excellent communication and interpersonal skills, both face to face, on telephone and in writing	X	
Ability to build positive and effective working relationships and deal with a broad range of people	X	
Ability to work independently on own initiative or as a team	X	
Ability to manage competing priorities and manage busy workload	X	
Ability to work calmly under pressure	X	
Ability to draft professional correspondence and documents	X	
Sound judgement and discretion	X	
Warm, positive attitude towards children and education and interest in contributing to the wider life of the school community	X	
Willingness to work flexibly, including occasional evenings or weekends for events	X	

Our Ethos

A Terra Nova education provides a **safe, ambitious** and **nurturing** environment in which children can flourish: discover their **talents**, develop their **potential** and contribute to the **community**, to lead **happy, fulfilled** lives.

We support every pupil to grow through the principles of **GROWTH**:

GratITUDE – appreciating opportunity and giving back with generosity.

Respect – valuing difference and showing kindness in every interaction.

Outstanding education – inspiring ambition, creativity and curiosity.

Worldliness – nurturing open-minded, globally aware young people.

Teachers – recruiting exceptional educators who know and champion every child.

Happiness – ensuring children enjoy their learning and flourish through joy and purpose.

Our community lives by five core values: Resilience, Open-mindedness, Confidence, Kindness and Discipline. They are evident in every lesson, every performance, every game, and every friendship.



Co-Curricular Life at Terra Nova

Being a part of Terra Nova's thriving community is exciting, inclusive and full of possibilities. We firmly believe in an education where academic pursuits are supported by wonderful co-curricular opportunities: enriching experiences that ignite a spark, lead to another question or nurture a quiet confidence.

Prep School is a time to try everything, and to have enormous fun doing so! Pupils throw themselves into the near-endless array of opportunities at Terra Nova, taking advantage of everything that is on offer. Breaktime, Lunchtime or After-School Clubs further the academic and personal development of our pupils, whether it be polishing up their Maths, English or Coding skills, opening their creative minds, or thriving on challenges specifically tailored to our scholars.

The huge range of sports clubs takes advantage both of our own outstanding facilities and those in the local area, and pupils can try their hand at Fencing, Skiing, Cross-Country, Shooting, Golf, Athletics, Swimming, Gymnastics and Tennis in addition to any of the core school sports. Creative and Performing Arts opportunities abound, with almost daily rehearsals for pupils of all ages, and for those with particular interests, whether Mindfulness, Chess, Eco, or Dungeons and Dragons, there is undoubtedly something – if not many things – for every child.



The Application Process

Please complete the Terra Nova 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 10am, Tuesday 26th May 2026.

Start date: **As soon as possible.**

Short-listed candidates will be invited to interview Monday 1st and Tuesday 2nd 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.

For an informal discussion about the role, please contact Clare Bowman (Headmistress' PA): via hr@tnschool.co.uk

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 15.

Contractual Terms

Salary

Salary is in the range of £32,000 to £35,000 per annum based on skills, qualifications and experience.

Hours

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

Normal working hours are 8am to 5pm, Monday to Friday, with a one-hour unpaid lunch break.

Sick pay

Ranging from 1 month full pay and one month half pay to 6 months full pay and 6 months half pay depending on service.

Holiday

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 the School's Pension Scheme (employee 5%, employer 3%).

Staff Benefits

Training & Development

All 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

Breakfast, lunch and dinner are provided at our dining room during term time, refreshments are provided on site.

Parking

Parking is provided free of charge on and around site in designated areas.

Employee Assistance Programme

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

Recruitment Guidance Notes

Terra Nova 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 Terra Nova 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.