

Shrewsbury
CO-EDUCATIONAL BOARDING & DAY SCHOOL



Director of Admissions

Shrewsbury School

Candidate Pack

In partnership with



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Headmaster's Welcome

I am delighted to introduce potential candidates to this exceptional leadership opportunity which comes at an extremely exciting time in the long history of Shrewsbury School. With a full school roll in September 2025 – indeed record pupil numbers – we are in good shape with high ambitions for the future. We are seeking an outstanding individual to lead and develop the admissions function at one of the world's leading co-educational boarding and day schools.



Shrewsbury combines rich heritage with an enterprising spirit. The landscape of independent education has never been more complex and full of opportunity. Shrewsbury is in an excellent position to embrace current challenges and continue its inventive progress. Working closely with me, as a key member of the Leadership Team, the Director of Admissions will be integral to delivering a vibrant next phase in its evolution.

We are looking for an individual who believes in the value of whole-person education, has excellent organisational and interpersonal skills, is a strong match with the detailed requirements of the role, and brings a bright blend of personal qualities, expertise and experience.

The primary focus is on the thriving of our 840-strong boarding and day community and its beautiful 110-acre site in Shropshire. We believe passionately in our unique model of whole-person education. The Salopian Way is our compass; the 2030 Strategic Plan plots our route. All our decisions and actions are centred on delivering excellence in the pupil experience – and the pursuit of 'serious fun'.

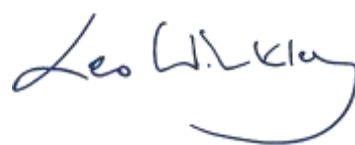
Shrewsbury School was named Independent School of the Year in 2020 and has been shortlisted for TES Boarding School of the Year four times in the past five years. The Careers Guidance programme has received national recognition, as has the Creative Arts programme, and Shrewsbury was named 21st in the top 200 state and

independent schools for sport in 2023. The Week Independent Schools Guide selected Shrewsbury as Best in Philanthropy (2022) and Best in Boarding (2023). We have also been recognised with a national gold award for our pupil mentoring programme (2025) and our use of technology in Teaching and Learning has attracted several awards. The Tatler Schools Guide chose Shrewsbury in its top five Public Schools of 2024. Although we certainly do not chase awards – focusing rather on the quality of what we do day to day – it is always good to be recognised as a beacon of excellence in the world of independent education.

The growing Shrewsbury Family of Schools currently includes two Prep Schools – Packwood (Shropshire) and Terra Nova (Cheshire) and partner international schools in Thailand, Hong Kong, Cambodia and India.

The most important thing for us is to populate the school with a diverse range of young people and give them the most immersive whole person education. The successful candidate will take on a highly expert department that has been led brilliantly by Martin Cropper since January 2016, having previously been Director of Studies at Shrewsbury. We would like to make an appointment that allows for a smooth handover, enabling the next Director of Admissions to thrive in this vital role.

I hope that the following information is helpful in giving shape and colour to what will be required and that you are eager to apply for this broad and rewarding role.

A handwritten signature in blue ink, reading 'Leo Winkley'. The signature is fluid and cursive, with a large, sweeping 'L' and a long, curved underline.

Leo Winkley
Headmaster

Welcome to Shrewsbury School

Shrewsbury School has a world-class reputation for all-round excellence. Fully co-educational, the school delivers a distinctive, contemporary whole person 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 fully co-educational boarding schools in the world educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 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 other co-curricular activities, as well as being encouraged to engage in adventure and volunteering and charitable endeavours.

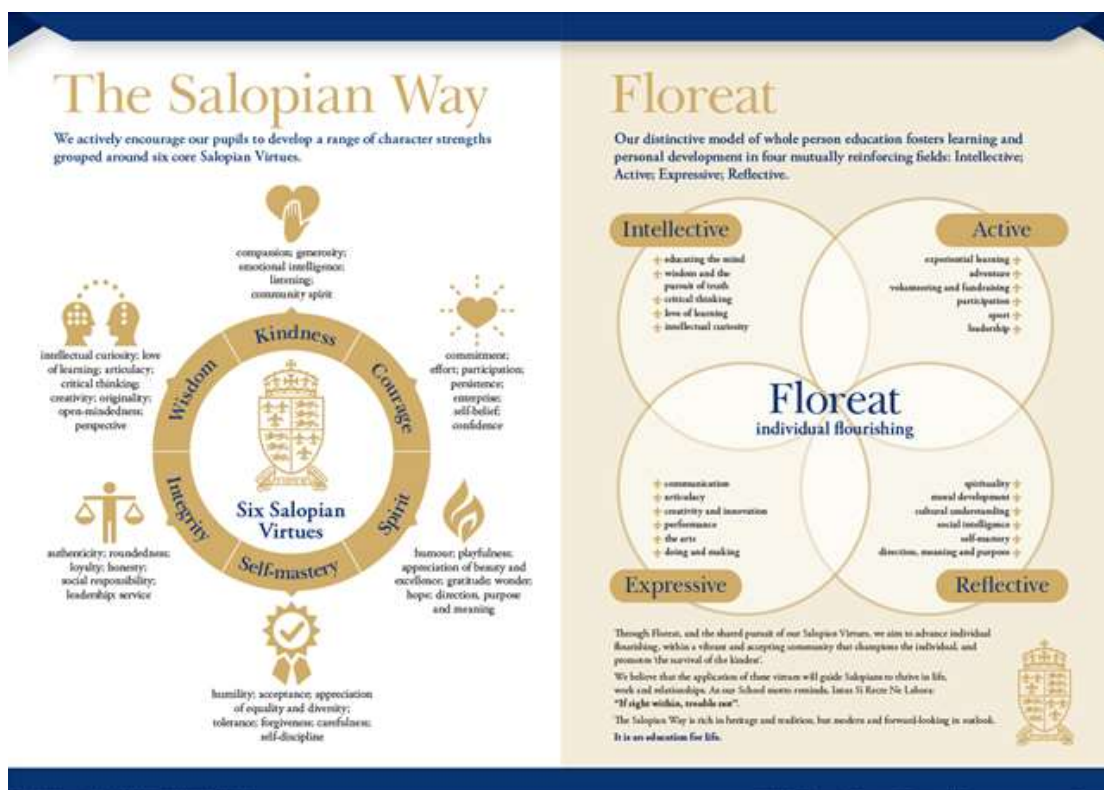
Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding. There are over 600 boarders in school on a Saturday night. 75% of the school roll are full boarders and around 25% hold non-UK passports.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £35m and a staff of 517. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its various Committees meet once a term. The Director of Admissions provides regular reports to the Finance and General Purposes Committee.

Shrewsbury combines tradition with innovation to provide a whole person education that will inspire and empower each individual pupil to flourish in life. Academic results are excellent. At A Level, 77% of grades were awarded A*–B in 2025. Our Futures programme guides Salopians to a starburst of destinations, with two thirds of the 2025 cohort going to Russell Group Universities; 82% to the world's top 200; plenty to US and other global universities and conservatoires, and 4 to Degree Apprenticeships.

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.

Location and Facilities

The School is situated on a single site in Kingsland, in a glorious loop of the River Severn in the medieval market town of Shrewsbury in the heart of Shropshire. Shrewsbury is the county town and sits at the gateway to an Area of Outstanding Natural Beauty and the UNESCO World Heritage site of Ironbridge. The School enjoys good road and rail links to all parts of the UK, and there are two international airports within 75 minutes drive. The impressive buildings are grouped around the playing fields and landscaped gardens, creating a distinctive village-green heart to the 110-acre campus.

There are 12 houses, seven for boys and five for girls, all of which include day pupils. The facilities are extensive, well equipped and reflect a first-class modern boarding school. The teaching and learning spaces are located in a mix of period and contemporary buildings, but all seek to provide a modern learning environment. The sports facilities are some of the best of any school in the country and include a sports centre, a 25-metre swimming pool, multiple all-weather pitches, hard courts and professional-grade turf pitches, as well as an indoor cricket centre, boathouse and rowing tank. There is a 550-seat hall, the largest of its kind in Shropshire, as well as a professional 250-seat theatre with Drama and Dance studios and purpose-built Music and Art schools. The School also owns a significant number of staff residential properties on site and in the town.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The re-modelled Barnes Theatre was opened in 2021 by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. A full refurbishment of Rigg's Hall completed in 2022 and a brand-new girls' House (Queen Elizabeth Hall) opened in September 2023. Major improvement projects in Churchill's Hall and Ingram's Hall also completed in December 2023. Two new all-weather sports pitches opened in 2023. Most recently, The Grove was refurbished in 2025 and a new golf studio opened. The School has submitted planning permission to build 3 Padel courts in the summer of 2026.

International Links and Prep Schools

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 in Phnom Penh, Cambodia, followed by Shrewsbury International School India, which opened in August 2025 in the heart of the country. Plans are afoot to open further international schools in the coming 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 all the schools.

The Shrewsbury family of schools share a strong commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. This also extends to the two Prep schools that are an important part of our global family; Packwood in Shropshire, which joined the group in 2019 and Terra Nova in Cheshire, which recently joined us in August 2025. Both schools have retained their own unique identities but with an emphasis on excellence in whole person education.



Admissions at Shrewsbury

Life in the Shrewsbury Admissions Department echoes the School's ethos of 'serious fun'. The department welcomes over 400 prospective families every year for individual family visits, in addition to hosting five Open Days, and it is endlessly fascinating to meet applicants and their parents. The School's pupil body comprises four roughly equal sized groups: day pupils, regional boarders living within 90 minutes of the school, national boarders from further afield in the UK, and international pupils of 35 different nationalities. With such a varied intake, and entry points at Year 9, Year 10 and Year 12, the School has the flexibility to adapt each year's intake to respond to ever-changing opportunities and challenges in the market. The department is proud of its record of hitting recruitment targets every year, and September 2025 saw the School start the school year larger than ever before.

The current Director of Admissions, Martin Cropper, has led the Admissions Department since January 2016. It is a well-established and very high-performing team. The department comprises a vibrant combination of experienced teachers and highly professional office staff. The former act as Admissions Tutors alongside their teaching and other school responsibilities, and they can draw on a wealth of pastoral and academic experience, which provides prospective families with a reassuringly authentic and brilliantly well informed feel for the school.

The Admissions Tutors are complemented by a supremely dedicated office team which prides itself on putting children at their ease, whilst managing all the intricacies of admissions administration, including visa applications. In hosting and managing all the School's entrance examinations and scholarship assessments, the Admissions Department's focus is on creating a calm environment where candidates can perform to the best of their ability. Visitors routinely comment on the warmth of welcome and special atmosphere they find at Shrewsbury.

The Role

Reporting directly to the Headmaster, this is a pivotal senior leadership role focused exclusively on pupil recruitment. In close liaison with the Headmaster, the postholder will take strategic responsibility for all matters relating to pupil recruitment at Shrewsbury, attracting and enrolling pupils at all entry points, locally, nationally and internationally.

Leading an established and high-performing team of seven full and part-time staff, the postholder will also take a central role in building relationships with feeder schools, prospective families and agents from initial enquiry to enrolment. The Director of Admissions is a key public face of the School, promoting the benefits of belonging to this vibrant and contemporary boarding and day community.

Candidate profile

The Director of Admissions will have a high profile within Shrewsbury School and will carry significant responsibilities.

The ideal candidate will be a passionate advocate for Shrewsbury's educational values. They will have a demonstrable track record in high quality stakeholder engagement and relationship management gained from within or outside the education sector. They will be able to communicate Shrewsbury's ethos with enthusiasm and conviction and will have good knowledge of the independent educational landscape combined with a keen understanding of the factors which drive parents to consider and invest in an independent education for their children.

This high profile and exciting leadership role will most likely be suited to an experienced professional from within the independent education sector with a proven track record within an admissions related context. This could be directly from a Registry/Admissions team, or indirectly via hands-on involvement with customer facing aspects of the admissions process, for example as a Housemaster/mistress or another senior role within a senior school. Alternatively, this position could be suited to an exceptional individual from outside the education sector with excellent customer-facing, sales-related experience with an intuitive feel for the independent boarding market.

While prior experience in a school admissions context may confer an advantage, this is not essential. Most important will be personal qualities of warmth, integrity, organisation and intelligence in combination with experience of strategic planning, communications, general and operational management, customer care and people leadership.

This is a senior position and an integral member of the School's Leadership Team (LT). The appointee will report directly to the Headmaster, working closely with him and other members of the LT on the development and implementation of the School's recruitment and admissions strategies. They will report regularly to Governors on matters relating to admissions strategy and pupil recruitment progress.

The Director of Admissions will line manage an experienced and dedicated Admissions team, who collectively ensure the delivery of an outstanding admissions journey, commensurate with the exceptional levels of professionalism achieved by Shrewsbury in every aspect of its educational offer. They will motivate and guide colleagues throughout the School who contribute to pupil recruitment, ensuring training and mentoring is provided as necessary. In its broadest sense, every member of staff is considered a member of the Admissions Team.

Job Description

Main Purpose of the Role

Reporting to the Headmaster, the Director of Admissions will continue to implement and deliver Shrewsbury's established and successful local, regional, national and international recruitment strategy to achieve agreed long-term UK and international pupil roll targets, and manage the overall mix, number, calibre and diversity of applicants.

Duties and Responsibilities

- Inspirational leadership of the Admissions Department to ensure the delivery of high-level admissions strategy, planning and data analysis.
- Implementation and delivery of admissions strategies, ensuring they are aligned with the School's vision, aims and strategic priorities and effectively differentiate Shrewsbury from its competitors.
- The setting and achievement of pupil recruitment targets ensuring the School remains full and that pupil communities are appropriately balanced across all year groups and Houses.
- Management of the admissions processes, from the point of first enquiry to final entry into the School to ensure Shrewsbury's pupil recruitment targets are met, and an outstanding and distinctive customer experience is provided for all prospective parents and pupils.
- Work closely with the Deputy Head (Academic) in respect of all admissions testing processes and academic entry decisions.

- Be a recognised public face of the School, both internally and externally, known to staff, pupils and parents.
- Be a collaborative, effective and committed member of the Leadership Team.

Key responsibilities

The Director of Admissions has delegated responsibility from the Headmaster for all matters relating to pupil recruitment. Within an increasingly challenging market, the Director of Admissions will work energetically to ensure that the School remains full, and appropriately balanced at all entry points and Houses, without compromise to the calibre and diversity of entrants.

Leadership and management

- Ensure the delivery of high-level admissions and bursary strategies, planning and data analysis.
- Maintain oversight of the day-to-day running of the Admissions Department; develop, refine and monitor all admissions related processes and procedures with a focus on exemplary customer service.
- Set, monitor and track the short and long-term strategies for pupil recruitment and admissions, in close liaison with the Headmaster; in line with Shrewsbury's strategic plan, initiate proactive interventions as appropriate to meet agreed targets.
- Prepare the annual departmental budget and the associated Admissions strategic plan, working with the Director of Marketing to monitor the effectiveness of activity and expenditure.
- Manage and implement the school's Admissions Policy taking responsibility for its annual review and associated regulatory compliance, including UKVI.
- Network and build relationships with all key stakeholders including prep feeder schools and international agents.
- Work closely in support of the Prep Schools in the Shrewsbury School family to ensure alignment and best practice in admissions.
- Report regularly and directly to the Headmaster, developing and refining management reporting on an ongoing basis, monitoring admissions performance against appropriate and agreed KPIs.
- Work closely with the Director of Marketing to ensure a strategic and cohesive approach to the School's Admissions and Marketing operations.

Admissions operations

- Develop, refine and oversee all pupil admissions and scholarship procedures to provide an exemplary admissions customer journey from the point of first

enquiry to entry, following-up, communicating and managing all touch-points as appropriate.

- Meet prospective parents and pupils where appropriate, acting as a key front face of the School.
- Provide the lead on Admissions entry decisions, including the ongoing review and implementation of the admissions assessment strategy in close liaison with the Deputy Head (Academic) and the Headmaster.
- Manage and optimise House lists, setting clear direction to enable the effective and optimal fill of the School and the accurate upkeep of records.
- Ensure the Admissions database is accurate and used effectively, always ensuring compliance with GDPR.
- Work closely with the Housemasters/mistresses (HSMs) on all House-related admissions matters.
- Ensure that references for all candidates are reviewed and followed up; enable close liaison with the Deputy Head (Pastoral) on any pastoral or safeguarding issues.
- Ensure regulatory compliance in respect of all international Child Student visa related issues providing expertise on the law as it applies to the admissions of international pupils; ensure the timely application for Child Student visas for international pupils starting at the School.
- Liaise with feeder schools regarding prospective pupils including scholarship and entrance examination results.
- Forecast, statistically review, analyse and report on all relevant pupil admission data.
- Elicit feedback from prospective parents, non-joiners and feeder schools to inform future admissions strategy and action plans.
- Liaise closely with the Headmaster and COO on all matters relating to fees, projections and admissions related financial matters.
- Travel overseas and nationally as required; review and manage attendance at recruitment fairs in the UK and overseas as appropriate.

Admissions Marketing

- Promote Shrewsbury School effectively and in line with the agreed admissions strategy; ensure consistency of messaging and tone across all admissions communications.
- Maintain, develop and raise the School's profile and thus ensure high calibre applications are generated for the desired number of entrants at each entry point.

- Provide input into the development of marketing strategy and feeder school strategy at all key entry points aimed at maintaining and enhancing existing interest, applicant calibre and geographic reach.
- Work closely with the Director of Marketing to identify and develop new markets for recruitment.
- Maintain, build and nurture contact with feeder prep schools in accordance with agreed strategy.
- Oversee the current and future use of agents and create connections with new agents in both existing and new markets as appropriate.
- Pro-actively provide data and work collaboratively with the Director of Marketing, to devise appropriate interventions and to revise tactics where necessary.
- Drive the annual admissions calendar of events (Open Days and taster events) in liaison with the Director of Marketing and the Events Team.
- Ensure the successful management of assessment days and processes of academic and co-curricular scholarships.
- Contribute to the update and development of the Admissions section of the website.

General

- Report directly to the Headmaster regarding all admissions and pupil recruitment issues.
- Be well-informed about the School's academic and co-curricular offer and the working of the School.
- Develop and maintain a full understanding of target audiences and the dynamics of the marketplace.
- Keep abreast of, and brief, LT, staff and Governors on matters relating to the entry of pupils to Shrewsbury School, as well as trends in the sector, both nationally and internationally.
- Collaborate with senior colleagues across all teaching and non-teaching functions on all admissions related matters.
- Provide reports for Governors as directed by the Headmaster.
- Perform any other duties that might reasonably fall to the Director of Admissions as directed by the Headmaster.

Person Specification

The Director of Admissions will need to be at ease in promoting the values and benefits of an independent boarding/day school and be able to embrace and articulate with conviction the benefits of Shrewsbury's ethos. They will possess an intuitive feel for the independent boarding/day school market and understand the driving motivations of parents.

Qualifications, Experience and Skills

- Educated to degree level or equivalent.
- Demonstrable understanding of the principles of pupil recruitment.
- Good commercial awareness backed by strong analytical skills.
- Outstanding interpersonal skills and demonstrable experience of managing effective relationships with key stakeholders.
- Experience of developing and implementing strategic plans.
- Inspirational team leader and motivational manager with experience of leading a team and serving on a senior team.
- Excellent IT skills, including use of databases.
- Highly articulate communicator, able to transform vision into a meaningful admissions strategy.
- Ability to write clearly and compellingly.
- Excellent administrative and organisational skills with the ability to use initiative and prioritise workload.
- Highly numerate with the ability to track, analyse, and interpret data.

Personal attributes

- Warm and approachable with an accompanying degree of gravitas.
- Confident and motivational leader with a collegiate and collaborative approach, able to nurture and grow individual team members.
- A highly motivated, forward-thinking, problem solver who is eager to achieve.
- A customer focused and target driven, strategic thinker, able to drive change and bring others along.
- Excellent communication skills and accomplished public speaker, able to engage audiences internally and externally, at all levels.
- A resilient and adaptable people person, who is a comfortable networker, able to interact with people at all levels.

- Discrete, persuasive and encouraging with a sense of humour.
- Values that celebrate the individual and promote diversity and inclusion.
- Willing champion of 'serious fun' and whole-person education done the Salopian Way.
- In all contacts, the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

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.

The Application Process

Shrewsbury School is delighted to be working in partnership with RSAcademics on this appointment. Caroline Wood is our external expert assessor. We believe this candidate pack is comprehensive; however, if you need further information prior to applying, please contact Caroline via email on CarolineWood@RSAcademics.com.

The closing date for applications is 10.00am on Tuesday 4th November 2025.

Early applications are encouraged as we may conduct some initial preliminary interviews prior to confirming Long list interview invitations.

You should submit:

- A completed Shrewsbury School application form;
- A letter of application addressed to the Headmaster, Mr Leo Winkley. Letters of application are to be a maximum of two pages and should explain your reasons for applying and outline your suitability for the role. Please note that we do not accept CVs.

Your completed application form and letter of application should be emailed, ideally as pdfs, to applydofa@shrewsbury.org.uk. All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Ms Sarah Lees, Executive Assistant to the Headmaster, via email on slees@shrewsbury.org.uk.

Key Dates

The timetable for the appointment process is as follows:

- The closing deadline for all applications is 10.00am on **Tuesday 4th November 2025**.
- Long list interviews will take place at the School on **Friday 14th and Saturday 15th November 2025**.
- Short list interviews will take place at the School on **Monday 24th and Tuesday 25th November 2025**.

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. **We would like to make an appointment that allows for an overlap with the current postholder, ideally for the Summer Term 2026.**

Contractual Terms and Staff Benefits

Salary

A sector-leading remuneration package is offered, reflecting the seniority and significance of this leadership role. The salary is anticipated to be in the region of £80-£90,000 per annum, depending on skills and experience.

Working Hours

As Admissions operates all-year round, this is a full-time role and Saturdays are considered a working day during term time. Some flexibility will be required in light of the role and the responsibility it entails. There may be more flexibility to vary the working hours during school holidays, with the possibility of working from home for some days of the week in agreement with the Headmaster.

Accommodation

For the better performance of this role, accommodation may be provided.

Fee Assistance

A generous staff discount on fees is available for children at Shrewsbury School and at Prep Schools within the Shrewsbury School Family.

Annual Leave and Sick Pay

The School's annual leave runs from 1 April to 31 March each year. A full year's entitlement is 28 days, plus statutory Bank Holidays. New members of staff will receive a pro-rata entitlement if their employment commences part way through a year. In the event of sickness, you will receive 4 months in any rolling year and 8 months after 5 years' service.

Pension and Private Health Care

All employees are eligible to join the Shrewsbury School 2021 Defined Contribution Pension Scheme. This has an employer's contribution of 16.5%. The School has a fully funded (subject to the prevailing tax rules on Benefits in Kind) corporate membership of a medical insurance scheme and the successful candidate will be entitled to join the scheme.

Insurance Scheme

The postholder will be able to join the School's 'death-in-service' insurance scheme. In the event of your death whilst in the School's employment, your estate will receive three times your basic salary.

Training, Development and Professional Memberships

All School staff have the opportunity to access generous professional training. We seek to develop individuals in all areas of their school life. Annual professional membership subscriptions are also available for the purposes of this role.

Meal Provision

While the kitchens are operational during term time, lunch is available for all staff in the main dining hall, Kingsland Hall.

Parking

Parking is provided free of charge on and around the School site in designated areas and with a School permit.

Sports Facilities

The School swimming pool has both staff and staff family swim times. We also have tennis and squash courts and a gymnasium which are available for staff use.

Discounted Gym Membership and Cycle to Work Scheme

There is a discounted gym membership that staff can access at a local club. The Cycle to Work Scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Counselling

Staff can access free counselling sessions through the School's assigned local counselling service.

Probationary Period

All appointments are subject to a twelve-month probationary period.

Recruitment Guidance Notes

Terms of Appointment

Under the Department for Education's Keeping Children Safe in Education (KCSIE) regulations, we have a legal duty to follow Safer Recruitment checks. Therefore, any appointment will be subject to the following:

Application Form

All candidates must complete a School application form to be considered for a job. You must list your employment history from the date that you left full-time education and give details of any gaps in employment. Your application form, and covering letter, should be sent as pdf documents to applydofa@shrewsbury.org.uk. We do not accept CVs.

References

In order to assess a candidate's suitability, we will request at least 3 references. Please note that in accordance with Safer Recruitment regulations, Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring 3 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 twelve 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 an occupational health statement and if necessary, complete a pre-employment health screening.

Safer Recruitment Checks

Please read through the School's Safer Recruitment Policy which gives full details of the safer recruitment checks undertaken as part of the on-boarding process. If you have any questions on any of these checks, please contact us. In summary, below are details of some of the checks carried out:

Disclosure and Barring Service (DBS)

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 'Safeguarding Checks'. This appointment is subject to a satisfactory Enhanced DBS Certificate.

Overseas Police Check

If you have spent time abroad for 3 months or more in the last 5 years, you will be required to obtain an overseas police check from that country. The School will support the successful candidate through this process as required.

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's website.

Online Check

Under the Keeping Children Safe in Education guidance, the School is required to carry out online searches of publicly available information for shortlisted candidates.

Shrewsbury School is committed to the fair treatment of its employees and future employees and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender reassignment or age. Shrewsbury School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service and a review of their social media presence. All appointments are subject to satisfactory reference, DBS and other statutory checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Founded in 2002 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive, by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. Please visit www.rsacademics.com for more information.

RSAcademics is committed to promoting diversity and inclusion in schools and to safeguarding and promoting the welfare of children and young people.



The Schools, Shrewsbury, Shropshire, SY3 7BA

Email: applydofa@shrewsbury.org.uk

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413