

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for candidates

Deputy Director of Development

February 2026



Contents

Headmaster's Welcome	3
Welcome to Shrewsbury School	4
Foundation and Development Office	5
Deputy Director of Development	6
Role Introduction	7
Job Description	8
Person Specification	11
Our Ethos	13
Academic Life at Shrewsbury	14
Support Staff at Shrewsbury	15
Pastoral Life at Shrewsbury	16
Co-Curricular Life at Shrewsbury	17
International Links	18
The Application Process	19
Benefits and Contractual Terms	20
Recruitment Guidance Notes	22



Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with firsthand 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 became part of the Shrewsbury family of Schools in 2019 and was joined by Terra Nova and Prestfelde prep schools 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, 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' House, completed in 2022, and refurbishment projects of Churchill's and Ingram's Hall completed in 2023.



Shrewsbury School Foundation and the Development Office

The Shrewsbury School Foundation was founded in 1965 and is celebrating its 60th anniversary year until 31 July 2026. It is thought to be the first such charitable foundation associated with a British Independent School, and to this day the Foundation exists to create, support and enhance the provisions of the School, including its commitment to the provision of Means Tested Bursaries, and also to fund a number of capital projects, keeping the School at the forefront of independent education worldwide. In recent years, through the generosity of alumni, parents, friends and supporters, the Gemini Pool, Salopian Spirit Cricket Centre, Worth Fives Courts, Yale Boat House, Hodgson Hall, Chatri Design Centre, Moser Library, Barnes Theatre, Billy Ward Golf Studio, and Pure Padel Centre have all been enabled by means of philanthropy.

The Development Office is the professional administrative office of the School which supports and enables the philanthropic and global community engagement strands of the School's strategy; and contributes to wider administrative initiatives for institutional advancement. The fundraising activities of the Development Office are directed wholly to the Shrewsbury School Foundation.

The School organises its fundraising into ten-year chapters, called 'campaigns'. Since 2020, the Development Office has secured in excess of £20m in cash gifts and pledges for Campaign 2020 – 2030, and is humbled by the generosity of its donors, serving the aspiration to increase the number of young people attending the School, and also those who have chosen to support infrastructure projects and other aspects of School life.

Since 2018 the School has strengthened its focus on social responsibility and is seeking to increase the number of Transformative Means Tested Bursaries the Shrewsbury School Foundation is able to offer. Our definition of Transformative Means Tested Bursaries is those which enable young people requiring 75%–110% remission of fees to attend the School.

The mission of the Development Office is to strengthen the School's position as one of the finest coeducational boarding schools in the country with a powerful global reach. Our ten-year global Advancement strategy, Campaign 2020 – 2030, is an ambitious programme. We are progressing with confidence toward the School's commitment to meet its strategic objective of increasing the number of both Transformative Means Tested Bursary recipients and also those who are recipients of support through our 'Help With Fees' programme. Additionally, the Development Office's work seeks to invest in both the continuous improvement of the School's existing provisions, as well as the creation of new and additional facilities where possible.



Deputy Director of Development

Permanent, full-time opportunity

Shrewsbury School is seeking to appoint an exceptional Deputy Director of Development to work alongside the Director of Development (DoD) to deliver the next phase of growth in one of the most successful, globally active and effective Development Offices within a British Independent School.

The demanding and fast paced position will suit a hard-working, highly motivated and professional individual. Whether you have a clear aspiration to progress to become a DoD, or you have previous DoD experience to share, this opportunity is an excellent springboard for onward progression or an opportunity to bring your experience to the fore.

Campaign 2010 – 2020 secured £5m in 10 years for the Shrewsbury School Foundation. By 2025, Campaign 2020 - 2030 secured double the sum (£20m) in half the time (5 years). The DoD wishes to partner, enable, and grow (with) a skilled and experienced development professional who is committed to fostering exceptional standards of fundraising practice in a fast-paced and demanding environment, with an unwavering commitment to ethical, sincere, professional and long-term relationship-based fundraising activity in an administration which immutably prioritises authenticity, quality, and courtesy.

The successful candidate should be a high performing professional with experience of all development functions within a complex organisation. Used to working to significant multi-year fundraising campaigns with a track record of soliciting six (or+) figure gifts. Educational fundraising and international experience, and well as experience of using SQL platforms such as The Raiser's Edge CRM are desirable. The post offers an exciting opportunity to join a busy and successful team.

Due to the nature of the role, it does not offer standardised working days or hours and will require significant business travel.

Early applications are encouraged. We reserve the right to close this vacancy early.

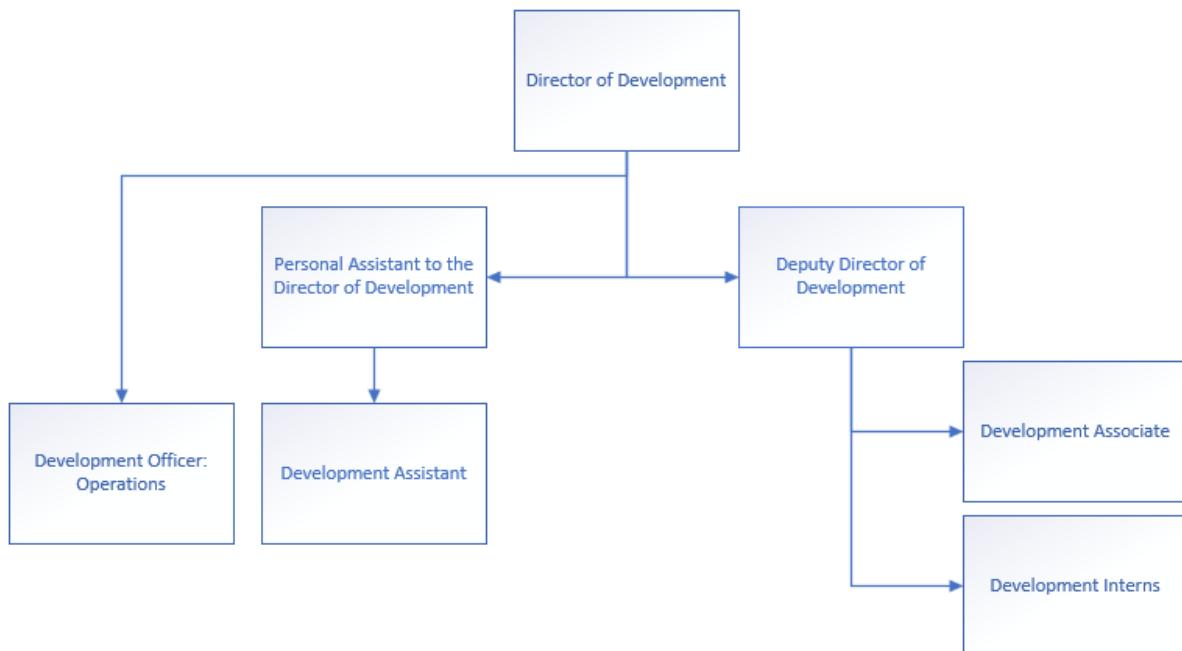
A recruitment pack which includes a job description can be obtained from
<https://www.shrewsbury.org.uk/page/job-vacancies>, alternatively please email
recruitment@shrewsbury.org.uk.

Closing Date: 9.00am, 9th March 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.

Role Introduction

The Development Office is demonstrably successful and effective in its administration, and its organisational structure and administrative inter-plaiting in the School is recognised as an evolving entity alongside our growing Shrewsbury Global Family of Schools (Group). From 1 August 2026, the Development Office organisational structure is anticipated to be:



All roles are full time permanent positions, with the exception of the Development Associate and Development Intern(s). The Development Office Internship Programme recruits and selects a number of current Shrewsbury School Sixth Form Pupils. Internships are unpaid, project-led roles and operate during term time only and provide administrative support across the department.



Job Description

MAIN PURPOSE OF ROLE

The Deputy Director of Development is responsible for driving and leading the implementation of the engagement and fundraising strategy and leading the management and administration of Prep School Development activity across the family of schools. The postholder will work closely with the DoD to continue to develop and refine the strategy for fundraising and philanthropy across the business and the implementation of associated business plans to ensure its success.

LEVEL OF POSITION

The post holder reports to the DoD, who will provide day-to-day line management including appraisal, training & development but will have far-reaching relationships across the Shrewsbury Family of Schools.

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:

- Work locally, regionally, nationally and internationally out-of-the-office managing a caseload of 150 middle and higher range prospects per annum, administering a multi-stage, tracked, end to end, cyclical advancement process.
- Lead the management of Fundraising Telephone Campaigns, the Class Gift Programme, Leavers' Gift Programme, Internship Programme, Appeals, Regular Giving Programmes, and like-programmes, initiatives and stewardship, collaborating with colleagues within and adjunct to the Development Office as necessary.
- Lead the management and administration of Prep School Development activity, spanning a 'lite but comprehensive' Fundraising and Alumni Relations provision including reunions, publications, Class Gift Programmes, Leavers' Gift Programmes, Appeals, Regular Giving and like-programmes, collaborating with Prep School colleagues and the Development Office teams.



- Work with the DoD to collaboratively and strategically drive and lead the implementation of the School's engagement and fundraising strategy and plans, which aim to advance Shrewsbury School's voice, values, vision and mission.
- Deputise for the DoD when required.
- Demonstrate high standards of professional, ambassadorial, administrative, engagement, and fundraising practice with all internal and external relations, clients and customers.
- Provide cross unitary impact and establish and maintain strong positive working relations with all members of the team and wider school community.
- Engage effectively and appropriately with alumni, friends, supporters, pupils, parents, sponsors, colleagues and all internal and external relations, clients and customers at all levels to advance the objectives of the Development Office.
- Contribute to the active programme delivery of our comprehensive *Shrewsbury for Life* engagement strategy which connects alumni, parents, friends and supporters both globally and across generations with the aim of fostering lifelong friendships, goodwill and support for the advancement of Shrewsbury School's mission and vision through philanthropy.
- Work in partnership with the DoD and Development Officer: Operations, to contribute to and support the development and implementation of policies, protocols, procedures, processes and systems of best practice in engagement and fundraising.
- Provide day to day support and collaboration across the Development Office team and wider teams, taking opportunities to grow and gain experience through internal and external continuing professional development opportunities and personal projects in a mentoring/coaching environment.
- Contribute to the design, development, management and monitoring of budgets, gift processing, compliance, gift acceptance, policies and procedures, income and expenditure, budgeting and forecasting, management accounts, audit findings reports, annual reporting and public accounts, charity commission, fundraising regulator and institute of fundraising compliance, metrics, Board papers and reports.



- Undertake environmental scanning related to fundraising and philanthropy for the purpose of keeping up to date across the sector and our competitors, improving our approaches and refining strategy.
- Establish and maintain positive relationships with external partners and stakeholders, including representing the Shrewsbury Family of Schools at external events.
- Build and maintain strong working relationships with key stakeholders.
- Act as a strong ambassador for Shrewsbury School and its Family of Schools, building, developing and maintaining positive working relationships.
- Operate in accordance with School's policies and procedures as detailed on the School's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the School's Health and Safety policy and the Health and Safety at Work Acts.

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 skills:

Essential Desirable

Qualifications and Knowledge:

- Educated to degree level ✓
- Postgraduate qualification in related discipline ✓
- Knowledge of CRM systems and SQL platforms ✓
- Up to date and relevant sector knowledge and experience ✓

Work Experience:

- Extensive experience within a development function in a complex organisation with many relationship structures ✓
- Proven experience of delivering significant multi-year strategic fundraising campaigns ✓
- Proven experience of soliciting six (or+) figure gifts ✓
- Stakeholder management experience with the ability to develop, maintain and strengthen partnerships with others inside or outside the family of Schools ✓
- Experience of working with CRM systems (eg. The Raiser's Edge) and SQL platforms ✓
- Experience of educational fundraising ✓
- Experience of international fundraising ✓
- Experience of working in an educational environment ✓



Personal attributes:

- Strong emotional intelligence coupled with the ability to communicate and negotiate effectively with individuals at all levels ✓
- Strategic thinker with calm, rational and objective approach to decision making ✓
- Authentic and fluent appreciation of the voice, values, vision and mission of Shrewsbury School and its strategic plan, objectives, aims and ethos ✓
- Excellent communication skills, credible and persuasive, with an ability to deliver with energy, resourcefulness, humility, tact and discretion ✓
- Excellent collaboration, negotiation and influencing skills with all levels of stakeholder ✓
- Ability to prepare high quality reports, providing clear insights, data analysis and informed recommendations ✓
- Excellent analytical and problem-solving skills ✓
- Ability to work on own initiative, highly organised with the ability to multi-task, manage competing demands and actively manage a high caseload ✓
- Ability to recognise and appreciate multiple perspectives, be empathetic, self-aware and demonstrate the highest standard of ethics and compliance ✓
- Strong team player, working effectively to deliver shared objectives ✓
- Full driving licence ✓

There is a regular, recurring requirement to travel extensively with this role. There is also a requirement to work extended and irregular hours, with regular evening and weekend working locally, regionally, nationally and internationally.

Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational 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 intellective; 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 viral 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](#).

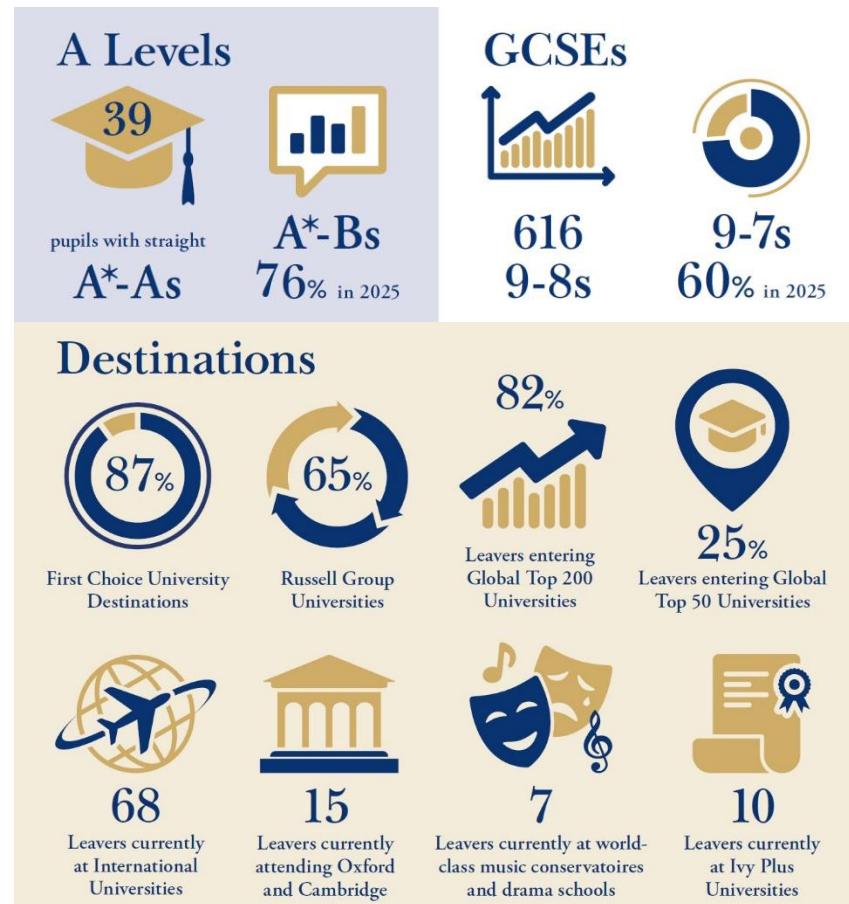




Academic Life at Shrewsbury

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 won 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 their own 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.



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 also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



Ingrams Boarding House



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 to be 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 schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there.





The Application Process

Please submit a CV with a covering letter.

Please email your documents, ideally as pdfs to: **ApplyDDOD@shrewsbury.org.uk** by the closing date and time.

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

Closing date for applications is 9am, 9th March 2026

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

Offers will be given verbally and in writing as soon as possible following the interview process.

The School reserves the right to appoint at any stage of the recruitment process. A full application form will be required to be completed prior to last stages of recruitment in line with safer recruitment guidance.

If you would like an informal conversation or have any queries about any aspect of the Development Office or the position please contact Tina Whittaker, PA to Director of Development (dodpa@shrewsbury.org.uk (0)1743 280 890)

Please also see the Recruitment Guidance Notes on page 22.



Contractual Terms

Salary

The salary will be agreed, dependent upon qualification and experience.

Hours

This is a full-time position, minimum hours 35 per week and there is a requirement to work flexibly to meet the needs of the business.

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

Shrewsbury School's annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays (25 of the 28 days are available at the request of the employee subject to the agreement of the DoD, 3 of the 28 days are stipulated by the employer). 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 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.

Travel

There is an expectation that the postholder will have a full driving licence and will use their own vehicle (not shared) for regular, extensive and constant business use, with mileage reimbursed.

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

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

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.

Discount Gym membership

There is a discounted gym membership that staff can access at a local club.

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 preferred local counselling service.

Recruitment Guidance Notes:

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a twelve months' 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.

Your letter and CV should be sent as a pdf to: ApplyDDOD@shrewsbury.org.uk

References

In order to assess candidates' suitability, we shall request at least three 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 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 will give full details of the safer recruitment checks undertaken as part of the on- 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.

Disclosure & Barring Service (DBS) Disclosure

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

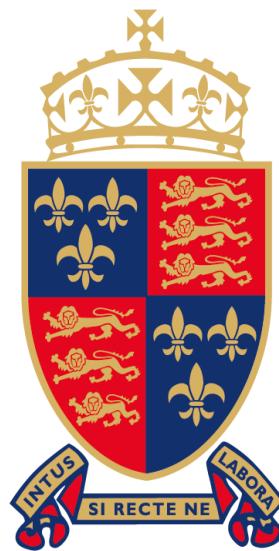
Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

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

CO-EDUCATIONAL BOARDING & DAY SCHOOL



The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: recruitment@shrewsbury.org.uk

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413

