



Information for candidates

Director of Digital & Data

December 2025



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# 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.

Leo Wilkler



# 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.



# Director of Digital & Data

Permanent, full time, competitive salary

Shrewsbury School is seeking to appoint a forward-looking Director of Digital & Data with demonstrable experience leading and implementing an ambitious Digital Strategy and working effectively within a group structure. The role will take a lead on data and management information, cybersecurity, digital development, IT systems and software provision and their integration across the family of Schools. The successful candidate will work directly to the Chief Operating Officer (COO) and have strong links to the Headmaster and the Leadership Team. The Director of Digital & Data role works closely with the COO to develop and refine the Digital strategy and the implementation of associated business plans to ensure long term IT stability.

The successful candidate should be a commercially orientated IT professional with a relevant professional qualification and experience of operating at a senior level or leading an IT function in a premium service led SME. Experience of cybersecurity, AI and digital technology, management information and data reporting, infrastructure and systems are all essential skillsets, along with the ability to drive continuous improvement. The post comes with an excellent package and offers an exciting opportunity for an established IT Director or a highly experienced IT professional ready to take the next step.

Shrewsbury School is proud to be a Microsoft Showcase School, an EdTech50 School, and a finalist for Best Use of EdTech at the Independent School of the Year Awards 2024. The successful candidate will build on this reputation for innovation in education technology.

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

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

Closing Date: 9.00am, Monday 5th January 2026

First stage MS Teams interviews will be held w/c 12<sup>th</sup> and 19<sup>th</sup> January 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

A key platform underpinning our strategic plan is our ability to embrace and integrate the latest digital and data developments for the benefit of our staff, pupils and commercial customers. For this to be possible we are seeking a Digital & Data Director to lead the development of our Digital strategy and ensure that all our digital strategies and systems directly support high-quality teaching and learning. We are not looking for someone to only continue our service provision, but someone who can inspire new ways of thinking, work collaboratively with academic leaders to integrate technology into pedagogy, and apply collaborative problem solving through their knowledge of the latest developments and bring them to bear across all areas of our family of Schools.

This role will be joining at an exciting time for Shrewsbury and its wider family of Schools, with a perfect opportunity to help to shape our future and drive our development. You will be supported in your plans and business case backed investment will be available for future projects.

Shrewsbury School is proud to be a Microsoft Showcase School, an EdTech50 School and a finalist for Best Use of EdTech at the Independent School of the Year Awards 2024. You will be joining an amazing and dedicated team committed to working collaboratively to drive the success of Shrewsbury and its family of schools.



# Job Description

#### MAIN PURPOSE OF ROLE

The Director of Digital & Data is responsible for information technology (infrastructure, systems, technical support, data security and cybersecurity); data and management information, digital technology and systems development across the Shrewsbury Family of Schools. The postholder will work closely with the COO (Chief Operating Officer) to develop and refine the Digital strategy for the business and the implementation of associated business plans to ensure its success.

#### **LEVEL OF POSITION**

The post holder reports to the Chief Operating Officer, who will provide day-to-day line management including appraisal, training & development but will have far-reaching relationships across the Senior Leadership Team and the Shrewsbury Family of Schools that consists of Shrewsbury, Packwood, Terra Nova and Prestfelde.

#### **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:**

#### **STRATEGIC:**

- As a member of the COO's team, contribute to the overall direction of the family of schools through horizon scanning, strategy design and business plan development ensuring a robust response to future risks and opportunities.
- Develop an articulate and ambitious rolling three-to-five-year Digital strategy for the Shrewsbury Family of Schools.
- Provide strategic and operational leadership of Shrewsbury's digital infrastructure, support and services.
- Unify systems and exploit their data for quality decision making that supports the strategic direction of the Shrewsbury family of schools, as an enterprise and as a brand.
- Create implementation plans for digital development that produce coherent operational and capex budgets over a three to five year period.



- Ensure that all digital strategies and systems directly support high-quality teaching and learning, enabling teachers to use technology effectively in the classroom.
- Work collaboratively with academic leaders to integrate technology into pedagogy, ensuring digital tools enhance curriculum delivery and student outcomes.
- Oversee a visible and obvious transition from only being an IT service provider to an enhanced credible function that makes available high quality management intelligence underpinned by effective systems architecture, appropriate skill sets and effective senior leadership.
- Bring to bear the latest developments in the marketplace to underpin Shrewsbury's strategic thinking and keep it at the forefront of digital, data and technology.

#### **DIGITAL & DATA:**

- Define and implement a self-service culture for Digital provision across pupils, staff and parents wherever possible.
- Ensure that the business intelligence provision is forefront in the thinking and design of all digital developments.
- Ensure that the current service delivery of Digital networks, systems, hard and software is maintained and enhanced through continuous improvement to meet the need of pupils, academics and support teams and the future strategic direction of the Shrewsbury Family of Schools.
- Take a risk-based approach to the continuity of services of digital systems and play an active role in the Shrewsbury Risk and Capital Committees with particular focus on digital security, recovery planning, disaster preparedness.
- Ensure that all Digital Services projects are designed and delivered using established project management methodologies and delivered to time, cost and quality criteria and managed and reported appropriately.
- Create and maintain a comprehensive digital asset register.
- Lead on the application of robust DPIAs, supporting the COO as Data Controller to protect and manage the processing of school data.



- Review, enhance and improve cybersecurity across the family of schools, ensuring no weak links, and maintaining a robust consistent standard of provision.
- Lead the technical delivery of a centralised operations provision designed to support the growing family of schools.
- Play a consultative and supportive role to the Head of Digital Learning, supporting with AI and digital development, for the benefit of our pupils and staff.
- Work with the Head of Digital Learning and Deputy Head Academic to develop and implement policies and guidance for the safe and ethical use of AI across the school community, ensuring compliance with safeguarding and data protection standards.
- Work with the Deputy Head Pastoral and Head of Online Wellbeing to ensure robust filtering and monitoring systems are in place to protect pupils online, in line with Keeping Children Safe in Education (KCSIE) requirements.
- Contribute digital innovation to other development areas of the school including Sport, Co-curricular, Development Office and the Commercial Development of Shrewsbury Family of Schools.
- Regularly review and update safeguarding protocols for digital platforms to maintain a safe learning environment.
- Take ownership of the Sharepoint Intranet across the family of Schools, setting and managing clear protocols to guide content creation, format and structure.
- Manage the provision of audio visual and technological support for School events and open days in partnership with the Theatre Technician team.

#### **TEAM:**

- Lead and develop an appropriately resourced professional Digital & Data Team to maintain a market leading provision for staff, pupils and parents ensuring efficient and effective working practices through clear objectives, development opportunities and rigorous performance management.
- Provide strategic leadership and guidance to the Digital & Data Team to ensure the right people, skillsets and roles are in place to deliver the Digital Strategy.



 Ensure that the Director and team stay abreast of latest developments and research topics related to current and emerging technology (e.g. relevant policies, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements and securing general information and/or responding to requests.

#### **STAKEHOLDERS:**

- Design and implement a suite of key performance indicators for the provision of Digital Services and manage teams appropriately to deliver these, ensuring customer service levels and response times for colleagues, parents and suppliers are clearly defined and achieved.
- Ensure high quality, value for money procurement practices in all aspects of thirdparty service provision and contract management.
- Manage contractual and procurement arrangements with a commercial mindset ensuring value for money, high quality service provision, and monetising digital innovation where possible.
- Work closely with the Director of Marketing and Communications, Director of Finance and Director of Human Resources to ensure that new systems across operational areas of business are integrated, supported and developed to provide high quality, accurate and timely management information.
- Establish and maintain positive relationships with external partners and stakeholders, including representing Shrewsbury Family of Schools at external events.
- Build and maintain strong working relationships with key stakeholders including the Governing Body, Heads and other members of the family of Schools.
- 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.



#### **SUITABILTY 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.

Flexibility may be required to work outside normal hours on occasion, to meet the demands of the role.



# Person Specification

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

	<u>Essential</u>	<u>Desirable</u>
Qualifications and Knowledge:		
<ul> <li>Educated to degree level in a relevant discipline (eg. Computer science, Information systems or related field) or demonstrable work experience</li> </ul>	$\checkmark$	
<ul> <li>Postgraduate qualification in related discipline (eg. MSc Information Systems / IT Management or MBA)</li> </ul>		$\checkmark$
<ul> <li>Project management qualification (eg. PRINCE2, MSP, AgilePM) or equivalent experience leading change projects/programmes</li> </ul>		$\checkmark$
<ul> <li>Relevant security / audit certification (eg, CISSP, CISM, CISA)</li> </ul>		$\checkmark$
<ul> <li>Accreditation or practical understanding of ITIL Service Management</li> </ul>	$\checkmark$	
<ul> <li>Professional registration eg. Chartered IT Professional (CITP) or willingness to work towards</li> </ul>		$\checkmark$
<ul> <li>Up to date and relevant sector knowledge and experience</li> </ul>	$\checkmark$	
<ul> <li>Understanding of education technology trends and their application in independent schools</li> </ul>		$\checkmark$
Work Experience:		
Extensive experience at a senior leadership level (	of √	

ullet Extensive experience at a senior leadership level of  $\sqrt{\phantom{a}}$ leading an IT or data function



implementation of digital and data transformation programmes to deliver successful tangible outcomes	·	
<ul> <li>Stakeholder management experience with the ability to develop, maintain and strengthen partnerships with others inside or outside the family of Schools</li> </ul>	$\checkmark$	
<ul> <li>Experience of creating, communicating and delivering a clear vision and strategy for digital and data</li> </ul>	$\checkmark$	
Experience of risk management	$\checkmark$	
<ul> <li>Experience of negotiating, procuring and managing service contracts</li> </ul>	$\checkmark$	
Experience of overseeing programme financial activities	$\checkmark$	
<ul> <li>Experience of integrating AI and digital technology to deliver business benefits</li> </ul>	$\checkmark$	
<ul> <li>Proven track record of leading a team, driving performance, accountability and operational excellence</li> </ul>	$\checkmark$	
Experience of working in an educational environment		$\checkmark$
<ul> <li>Experience of supporting teachers and academic staff to integrate technology into teaching and learning</li> </ul>		$\checkmark$
Personal attributes:		
<ul> <li>Strong emotional intelligence coupled with the ability to communicate and negotiate effectively with individuals</li> </ul>	$\sqrt{}$	

developing

of

Proven

experience

driving

and

# to combine strategic oversight with practical hands-on involvement

• Engaging and motivating leadership style, with an ability

• Strategic thinker with calm, rational and objective

approach to decision making

at all levels



- $\bullet$  Excellent collaboration, negotiation and influencing skills  $\quad \forall$  with all levels of stakeholder
- ullet Ability to prepare high quality reports, providing clear  $\sqrt{}$  insights, data analysis and informed recommendations
- $\bullet$  Excellent analytical, problem-solving and project  $\surd$  management skills
- Gravitas, confidence and the ability to gain credibility at  $\sqrt{\phantom{a}}$  a senior level



# **Our Ethos**

Shrewsbury School has a strong vision, derived from our position as a major coeducational 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**.

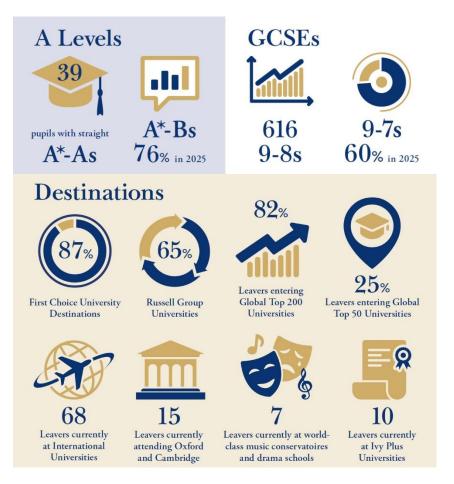




# Academic Life at Shrewsbury

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.



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 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 cocurricular 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 complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to: <a href="mailto:recruitment@shrewsbury.org.uk">recruitment@shrewsbury.org.uk</a> 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, Monday 5 January 2026.

First stage MS Teams interviews will be held w/c 12<sup>th</sup> and 19<sup>th</sup> January 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.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to: <a href="mailto:recruitment@shrewsbury.org.uk">recruitment@shrewsbury.org.uk</a> or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 15.



# **Contractual Terms**

#### **Salary**

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

#### **Hours**

This is a full-time position working 35 hours per week, Monday to Friday. Flexibility will be required 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. 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%).

#### **Private Health Insurance**

The post holder will be able to join the School's Private Health Insurance Scheme.

#### **Life Insurance**

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



# Staff Benefits

#### **Training & Development**

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

#### **Provision of Meals**

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.

**Note**: CVs are not accepted.

Your letter and form should be sent as a pdf to: recruitment@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: <a href="mailto:recruitment@shrewsbury.org.uk">recruitment@shrewsbury.org.uk</a>

Telephone: 01743 280500

# www.shrewsbury.org.uk

Registered charity number: 528413

