

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates
Estates Administrator

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Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.



Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. The School is now ranked amongst the leading 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 co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £35m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall finished in December 2023. 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.

The Estates Department

The Estates Department manages and undertakes all ongoing repair, maintenance, refurbishment and improvements to the School estate. The team is roughly split into Works (buildings) and Grounds (external areas), but the boundaries are not fixed and both teams work together to support the prime function of the School – to provide both a home and education to the pupils

The Department also offers support to Packwood Haugh and Terra Nova which form part of the Shrewsbury group of schools

Where possible maintenance and refurbishment is undertaken by the in-house team. The main trades are covered in the team, including Builders, Carpenters, Decorators, Electricians, General Maintenance Operatives, and Plumbers – around 20 team members in total. In addition, a number of specialist contractors are employed to assist in areas such as Access Control, CCTV, Drainage, Roofing, etc

The Estates Office Team is based in the Bursary in Kingsland House and consists of the Head of Estates, Estates Building Surveyor, Maintenance Manager and the Estates Administrator.

Estates Administrator

Permanent, full time, all year round

Are you looking for a challenging but exciting administrator role working in an established Estates Office? If so, this could be the ideal job you have been looking for.

The Estates Administrator is based in the Estates office in the Bursary at Shrewsbury School and will support the Head of Estates and their team with various customer service and administration tasks.

You will be the first point of contact in the Estates Department office, and you will be dealing with a varied, and at times, demanding workload, so your experience of being able to juggle deadlines will be important. You will need to be resilient, adaptable and flexible but most importantly you will have a calm disposition, be friendly and happy to work as part of a wider team.

Ideally candidates will have:

- Experience in working in a busy office environment
- Proven ICT experience to provide a high level of IT support to the team
- Data Entry experience into software systems.
- Proven experience of multi-tasking and be able to deal with regular interruptions
- Good attention to detail as well as an eagerness to provide excellent customer service

In addition to a competitive salary, we offer generous benefits including enhanced holiday entitlement and pension contributions, training and development, life insurance, school lunch when the kitchens are operational, car parking, use of school facilities when not in use by pupils (library, swimming pool, gym, tennis courts, squash courts) and access to a cycle to work scheme.

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

A full application pack and job description can be obtained from our website:

<http://www.shrewsbury.org.uk/page/job-vacancies>

or email: recruitment@shrewsbury.org.uk

Closing Date: 12 noon, Tuesday 30 September 2025

Interviews will be held on Monday 6 October 2025

Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

MAIN PURPOSE OF ROLE

To provide an efficient, proactive, organised, and effective administrative service to the Head of Estates, *the* estates team and the wider Estates Department. To provide help and support to the other schools within the Shrewsbury School family.

LEVEL OF POSITION

The Post holder will report directly to the Estates Building Surveyor who is responsible for day-to-day *Line* Management including annual reviews, training and development and health and safety.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

Customer Service

- To provide a professional receptionist/help-desk service and be the main point of contact for all Estates and maintenance queries coming into the Estates Office. Dealing with enquiries as applicable.
- To be the primary point of contact for the Estates office for staff, contractors, suppliers and delivery personnel.
- To build good working relationships with staff, contractors and visitors to the Estates Office, ensuring external visitors are booked in via the visitor's procedure.

Administrative support

- To provide administrative support to the Estates Office including calendar management, coordinating/organising meetings, taking minutes, correspondence, preparing and maintaining spreadsheets.
- Responsible for the management of the external mini-bus hire process, to include the recording of vehicle and drivers details, insurance and preparing/processing the relevant paperwork. Maintain a good working relationship with hire companies

and provide the necessary support to the teachers to ensure the process runs smoothly.

- To provide the required support to comply with the School's Contractors Policy, ensuring that contractors are signed in, badged and all relevant documentation is completed/issued.
- Responsible for the security of Estates issued keys – issuing, logging and auditing key records. Ordering stock and ensuring that there are adequate levels at all times. Maintain and oversee daily signing in / out of keys ensuring all keys are returned and stored securely at the end of the working day.
- Liaising with external contractors and internal staff to arrange both response and planned maintenance tasks, arranging access or escorting as required.
- To provide support in raising purchase orders and liaising with Finance regarding invoices if applicable.
- To provide support to the Head of Estates, Estates Building Surveyor and Maintenance Manager with a variety of tasks.
- To attend staff meetings, team briefings and training events.

Database Management

- Responsible for the management & monitoring of compliance record information.
- To ensure the accurate and timely input of property management and contractor information into relevant databases.
- In liaison with the Maintenance Manager, to monitor the IT based maintenance request system and allocate work to the maintenance team, logging progress of the jobs.
- In liaison with the Safety & Security officer manage and administer the access control database. This will include programming access cards, and interrogating and modifying the access control system.

File Management

- To maintain effective and user-friendly filing and retrieval systems which enable accurate and up-to-date information to be accessed quickly and easily.

- In liaison with the Estates Building Surveyor, maintain auditable records which gives assurance that statutory compliance, test and inspection is achieved.

General responsibilities

- To maintain personal and professional development to meet the changing demands of the job.
- To undertake all relevant statutory training as required.
- To take steps to ensure and enhance personal health and safety.

Suitability to work with children

- Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

Contacts

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

Person Specification

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

Essential **Desirable**

Qualifications

- | | |
|---|---|
| • A good standard of education to GCSE level or equivalent. | ✓ |
| • Business Administration qualification or equivalent. | ✓ |
| • An IT qualification would be an advantage or qualified by experience. | ✓ |
| • First Aid qualification desirable, or a willingness to be trained | ✓ |

Work Experience

- | | |
|--|---|
| • Proven experience of working in a busy role with office, administration and secretarial duties. | ✓ |
| • Can be proactive and the resilient to deal with multiple tasks. | ✓ |
| • A good knowledge of office procedures is essential. Experience of working in a similar role would be an advantage. | ✓ |
| • Data Entry experience into software systems. | ✓ |
| • Must be able to co-ordinate jobs with staff, contractors and other visitors. | ✓ |
| • Knowledge of Estates helpdesk maintenance management system. | ✓ |
| • Proven experience of multi-tasking and be able to deal with regular interruptions effectively. | ✓ |
| • Ability to meet deadlines from various stakeholders while working under pressure with minimal supervision. | ✓ |
| • High level of administrative and organisational skills. | ✓ |
| • Track record of excellent customer service experience | ✓ |

	<u>Essential</u>	<u>Desirable</u>
<u>Specialist knowledge</u>		
<ul style="list-style-type: none"> Experienced and proficient use of MS Office suite including Word, Excel, Outlook and Teams, with a willingness to learn and use new systems. 	✓	
<ul style="list-style-type: none"> Experience of using bespoke software packages would be an advantage. 		✓
<ul style="list-style-type: none"> An understanding of health and safety in the workplace. 		✓
<u>Personal attributes</u>		
<ul style="list-style-type: none"> Keen attention to detail with a methodical approach. Well organised, task orientated and able to co-ordinate a range of activities. 	✓	
<ul style="list-style-type: none"> Friendly, sympathetic, and supportive approach towards staff and visitors. 	✓	
<ul style="list-style-type: none"> Strong inter-personal skills with the ability to quickly establish and maintain good working relationships at all levels 	✓	
<ul style="list-style-type: none"> Able to cope well when under pressure from competing priorities, unpredictable requests and interruptions and meet deadlines 	✓	
<ul style="list-style-type: none"> Must be able to use own initiative and be pro-active in approach 	✓	
<ul style="list-style-type: none"> Ability to work as part of an established team, working and supporting colleagues. 	✓	
<ul style="list-style-type: none"> Excellent time management skills, able to see conflicting priorities and manage in a calm and methodical approach. 	✓	
<ul style="list-style-type: none"> Able to find pragmatic solutions, seek improvements, and adapt to changing situations. 		✓
<u>Other / Special Working Conditions</u>		
<ul style="list-style-type: none"> Flexibility in working hours to meet the operational needs of the department/school. 	✓	

Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the ‘cultural capital’ of each child and instilling character strengths, aptitude and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

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



Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 10% 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 his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



2024 Public Examination Results at Shrewsbury

Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

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 support 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.



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. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

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: **recruitment@shrewsbury.org.uk** by the closing date and time.

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

Closing Date: 12pm, Tuesday 30 September 2025.

Interviews will be held at the school on Monday 6 October 2025.

Short-listed candidates will be contacted by telephone.

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:
recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 20.



Contractual Terms

Contractual staff benefits

Salary

We offer a competitive salary, which will be dependent upon skills, qualifications and experience.

Hours

This is full time position working 35 hours per week, Monday to Friday, from 8am to 4pm, all year round.

Sick pay

The postholder will automatically join the contractual sickness scheme after the first six months of employment. In the event of sickness, 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%).

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 assigned 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 application 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 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 **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-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

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

