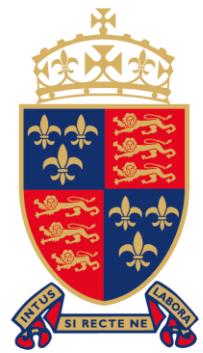


# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

**HR Advisor**



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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. 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 Haugh Prep School became part of the Shrewsbury family of Schools in 2019 and was joined by Terra Nova School and Prestfelde School 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, recently 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' Houses, completed in 2022, and refurbishment projects of Churchill's and Ingram's Hall completed in 2023.



## HR Advisor

*Permanent, 35 hours per week (Monday to Friday), 52 Weeks*

We are seeking an experienced HR professional to join our growing and vibrant HR team, to assist with the front-line delivery of an effective HR service to our Family of Schools.

Providing generalist HR support on all aspects of the employee lifecycle, this role will also take a lead on recruitment and selection across the family. The HR Advisor will work closely with the other HR Advisor in the team to ensure that all core HR processes and procedures are completed. Both roles report into the HR Manager.

The role requires strong people skills, experience of supporting managers in all aspects of the employee lifecycle, and experience of managing multiple recruitment campaigns. An excellent problem solver, with strong attention to detail, excellent customer service skills, and a CIPD Level 5 qualification or equivalent HR experience.

You will be joining at a time of growth and change within the HR function as we develop and implement new ways of working across the family of schools.

Whilst the role is based at Shrewsbury School wider support for the Shrewsbury family of schools is required.

In addition to a competitive salary, we offer professional training and development and generous benefits which include enhanced pension contributions and holiday entitlement, life insurance, free school lunch, use of the school sports and library facilities 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.

Full application packs and job descriptions can be obtained from our website:

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

or email: [humanresources@shrewsbury.org.uk](mailto:humanresources@shrewsbury.org.uk)

**Closing Date: 10am, Friday 6<sup>th</sup> February 2026  
Interviews will be held week commencing 9<sup>th</sup> February  
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.*



# Job Description

## MAIN PURPOSE OF ROLE

To provide a human resources service across the Shrewsbury family of schools, providing generalist HR support on all aspects of the employee lifecycle with a particular focus on recruitment, selection and onboarding. The HR Advisor will work closely with the other HR Advisor in the team to ensure that all core HR processes and procedures are completed and provide cover for each other.

To support the HR Director and HR team to develop, drive and implement an ambitious People strategy for the Shrewsbury family of Schools.

## LEVEL OF POSITION

The Post holder will report directly to the HR Manager 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:*

### Generalist HR

- Provide first line generalist HR advice and guidance on all aspects of the employee lifecycle.
- Work closely with the HR Advisor, HR Business Partner and HR Manager to ensure a full HR support service is delivered across the Shrewsbury family of Schools.
- Oversee and manage all staff absences. Taking responsibility for managing the absence@ mailbox.
- Provide advice and guidance to managers and staff on occupational health referrals, policy application, risk assessments, reasonable adjustments, return to work proposals, entitlements, correspondence, statutory payments and calculations.
- Oversee and manage the flexible working policy, supporting with its application and ensuring timescales, meetings and outcomes are within policy guidelines.
- Oversee the leavers process, ensuring all leavers are processed in an accurate and timely manner. Analyse exit interview feedback and provide a summary of key



themes/ information to the HR Manager and Director.

- Oversee the annual appraisal process and support the integration of Individual Development Plans across the family of Schools.
- Provide HR support including notetaking for employee relations cases as required (disciplinary, grievances, appeals, formal meetings etc.)
- Provide support to the HR Advisor in ensuring all safer recruitment checks are completed and are compliant with KCSIE guidance and ISI Inspection legislation.
- Provide support to the HR Advisor in ensuring the Single Central Records are up to date and inspection ready at all times.
- Work with the HR Administrator to process contractual changes on a monthly basis, updating payroll and HR records as appropriate.
- Support a range of HR projects as required.
- Work with the HR Advisor, HR Business Partner and HR Manager to ensure monthly payroll submissions are accurate and timely.
- Support the delivery of corporate induction and deliver general HR training as required.
- Monitor all inbox's and maintain in a timely manner.
- Ensure that HR core processes and procedures are compliant with relevant legislation or best practice.
- Drive efficiencies, improvements and streamlining of HR processes and procedures.
- Adopt, drive and embed new practices, processes and systems to help drive consistency and quality across the family of Schools.
- Work with the HR Manager on policies and procedures, updating as legislative changes arise and driving process improvements and best practice.
- Maintain confidentiality and comply with data protection regulations.
- Drive your own personal and professional development to meet the changing demands of the job, including participation in appropriate training activities.
- Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job role.

#### Recruitment, selection and onboarding

- Take responsibility for staff recruitment campaigns, recruitment packs, adverts and



job descriptions - planning and managing the recruitment and advertising of multiple posts.

- Build productive working relationships with recruitment agencies, advertising agencies and organisations/platforms where we may wish to advertise roles.
- Conduct regular environmental scanning to keep abreast of the recruitment market, comparative salaries, competitor packages and any relevant skills gaps.
- Support line managers with the review and preparation of job descriptions, adverts, interview questions and assessment techniques.
- Support interviewing managers with interviews, sitting on panels and advising on process.
- Manage the onboarding process of new staff including keeping warm checks, issuing of conditional offers and draft contracts, ensuring safer recruitment checks are completed, arranging DBS checks, and coordinating the safer recruitment file sign off. Also liaising with recruiting managers on timescales and supporting induction preparation.
- Prepare regular data on recruitment campaigns including analysis of the success of particular advertising methods or platforms, time to hire, quality of candidates, candidate feedback etc... and make suggestions for improvements to enhance the success of future campaigns and/or improve the process.
- Work with the Marketing team to continually enhance and refresh the recruitment area of the School website, focusing on how vacancies are presented across the family of Schools, how benefits, terms and conditions are displayed, and generally improving the recruitment experience for prospective candidates.
- Oversee the probationary process, ensuring probation reviews are issued in a timely manner, reminders sent and paperwork chased up to enable satisfactory probation sign off. Provide advice and guidance on probationary period extension.
- Prepare draft employment contracts and conditional offer letters as part of the onboarding process and ensure the safer recruitment file is fully complete before passing for sign off and formal contracting.
- Update payroll on accurate starters and leavers each month.

## 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:

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications:</b>		
• Level 2 or equivalent qualifications in Maths and English	√	
• Level 5 CIPD qualification or equivalent relevant HR experience	√	
• Membership of the CIPD and evidence of continuous professional development	√	
<b>Work Experience:</b>		
• Experience working as part of a people/HR services team	√	
• Experience of dealing with end-to-end recruitment processes	√	
• Experience of providing general HR advice, guidance and support to line managers	√	
• Experience of supporting with HR casework, including performance meetings, disciplinary, grievance, informal complaints, mediation	√	
• Experience of preparing regular information for payroll	√	
• Experience of preparing offer letters, contracts and carrying out pre-employment checks	√	
• Experience of driving improvements to processes, systems or procedures	√	
• Experience of supporting with change and improvement projects	√	
• Experience of delivering presentations or training	√	



Essential      Desirable

### Specialist knowledge

- High level ICT skills as an advanced user (Microsoft packages, word, excel, outlook) as well as being able to quickly learn new systems. √
- An understanding of Safer recruitment checks and safeguarding within an educational environment √
- In depth knowledge of Keeping Children Safe in Education and Working Together guidance √
- Excellent employment law knowledge and general awareness of forthcoming legislative changes and the potential impact in the workplace √

### Personal attributes:

- Excellent organisational skills, able to manage multiple tasks and prioritise conflicting demands √
- Ability to work accurately at pace and deal with high volume workloads √
- High level of confidentiality, professionalism and integrity √
- Excellent communication skills when dealing with various stakeholders, both written and oral √
- Ability to work well individually and as a team. √
- Ability to find pragmatic solutions, seek improvements, and adapt to changing situations. √
- Excellent customer service skills, ability to deal with sensitive issues with empathy, tact and diplomacy √

- Strong awareness of the customer experience with good marketing and content creation skills
- Excellent mediation skills, with the ability to help others see different perspectives and reach a way forward
- Ability to use own initiative and proactively plan forward
- Strong attention to detail ensuring reliable, error-free, focused output



## 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 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](#).

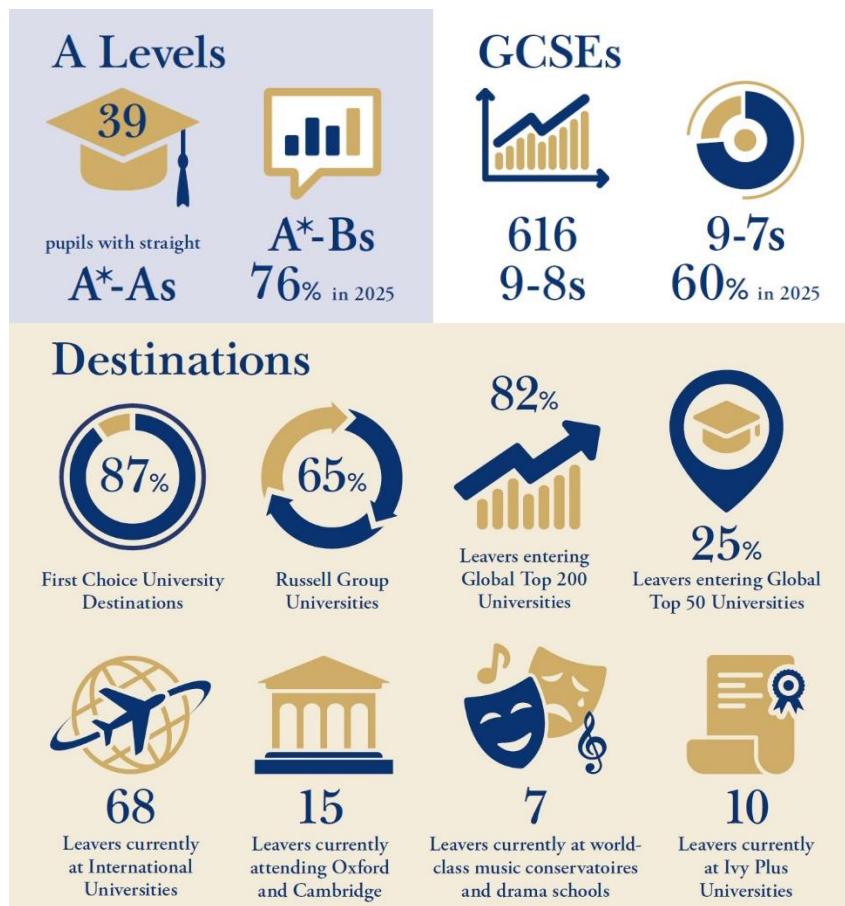




## Academic Life at Shrewsbury

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 taken up 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. 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 is also attached to the House and will be involved in a duty evening plus helping out with house events and trips.





## 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 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 international 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\*\*](mailto: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, Kingsland House, Shrewsbury, Shropshire, SY3 7BB.

**The closing date for applications is 10am, Friday 6<sup>th</sup> February 2026.**

Start date: As soon as practical.

Short-listed candidates will be invited to interview during the week commencing **9<sup>th</sup> February 2026.**

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

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

For an informal discussion about the role, please contact the Director of HR Louise Woodman or Tim Kirk HR Manager, via [lwoodman@shrewsbury.org.uk](mailto:lwoodman@shrewsbury.org.uk) or [tkirk@shrewsbury.org.uk](mailto:tkirk@shrewsbury.org.uk).

Queries regarding the application process should be addressed to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

*Please note the Recruitment Guidance Notes on page 22.*





# Benefits and Contractual Terms

## Contractual staff benefits

### **Salary**

We offer a salary of up to £38,000, FTE, dependent upon experience.

### **Hours**

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

Normal working hours are 35 hours per week, working 9am to 5pm, Monday to Friday, with a one-hour unpaid lunch break.

### **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.

## **Non-contractual 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 outside 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](mailto:recruitment@shrewsbury.org.uk)

### References

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 or biometric residence permit
- ❖ Current driving licence
- ❖ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)



## **Evidence of qualifications**

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

## **Medical Fitness**

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

## **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.

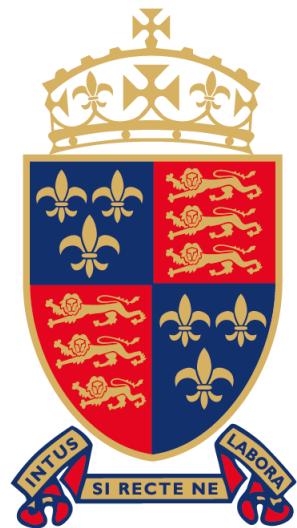
## **Social Media check**

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

Telephone: 01743 280500

[www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)

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