

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates
Human Resources Manager

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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.



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 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.

Human Resources Manager

Permanent, full time, competitive salary

Shrewsbury School is seeking to appoint an experienced and dynamic Human Resources Manager who is passionate about change. The role will provide operational management and effective leadership of the HR function for Shrewsbury and its family of schools. Responsible for overseeing and managing the HR workload, ensuring compliance, managing complex casework and people projects, the role will also work with the new Director of HR to create and deliver an effective People strategy and plan for the business.

The successful candidate should have a Level 7 qualification in Human Resources and have strong evidence of professional development. Experience of leading a HR team within a large and complex organisation, business partnering, managing employee relations issues, coaching and developing others and leading change are all essential skillsets. The post comes with an excellent package and offers an exciting opportunity to join a unique family of schools providing world class education.

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 <https://www.shrewsbury.org.uk/page/job-vacancies>, alternatively please email recruitment@shrewsbury.org.uk.

Closing Date: **12pm, Wednesday 4 June 2025**

Interviews will be held at the School on Wednesday 11 or Friday 13 June 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

The Human Resource Manager is responsible for the operational management and effective leadership of the HR function ensuring a high quality and responsive HR service is provided to Shrewsbury and its family of schools. The Human Resources Manager is responsible for overseeing and managing the HR workload and ensuring that the team are actively engaged in efficient delivery and continuous improvement of all HR operations.

The role will provide comprehensive support to the HR Director on complex casework, people projects and improvement initiatives within the function, supporting the delivery of the School's people strategy as a key enabler of the School's Strategic Plan.

The Human Resources Manager will also directly line manage the HR team.

LEVEL OF POSITION

The post holder reports to the Director of Human Resources, who will provide day-to-day line management including appraisal, training & development and is also responsible for providing a safe working environment, in accordance with Health & Safety legislation.

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:

Support the Director of Human Resources, COO and Headmaster, in delivering the agreed strategic people objectives for Shrewsbury and its family of schools.

OPERATIONAL MANAGEMENT:

- Manage the HR team, providing operational line management, supervision, direction and support, coaching, training and development.

- Develop HR systems and practices to ensure accurate, up to date and effective management information is available to support people decisions embracing opportunities to automate and streamline administrative processes, introduce new technology and enhance the customer experience.
- Provide regular, accurate and clear people metric information to enable benchmarking, and to inform business decisions.
- Ensure all contractual information is current, up to date and reflects the correct employment situation.
- Implement and maintain quality assurance processes and standards in relation to HR practices.
- Ensure accurate and timely monthly payroll and audit compliance.
- Oversee and manage visa applications.
- Ensure that HR policies and procedures are regularly reviewed and updated in light of legislative changes.
- Support managers to proactively manage colleague's wellbeing, liaising with Occupational Health and other outside support agencies as necessary.
- Oversee and manage all School people contracts eg. agencies, systems, Occupational Health, legal advice, DBS checks etc.
- With the Director of HR maintain an overview of the operational people budgets (mainly Recruitment and Training), ensuring appropriate overview of spend against budget.

EMPLOYEE RELATIONS:

- Provide advice, guidance and support to managers in relation to people processes (disciplinary, grievance, absence, performance management, redundancy, restructure etc).
- Actively engage with colleagues and managers to support, advise and resolve issues and prevent escalation to formal processes where there is a reasonable resolution.

- With the Director of HR take a lead role in complex and serious employee relations cases, providing professional advice and guidance to ensure successful outcomes.
- Liaise with legal advisors when required and provide informed advice and guidance to the Director of HR and management in relation to complex cases.

RECRUITMENT AND TRAINING:

- Work with the Director of HR to review and continuously improve our approach to recruitment and selection, streamlining and enhancing the process, saving time and creating efficiencies.
- Oversee safer recruitment and safeguarding practices (including SCR) to ensure the processes and practices for all schools and any outsourced provision are compliant with KCSIE guidance.
- Review, shape and deliver training, CPD, induction and partner programmes sharing knowledge, skills and good practice around HR and People topics.
- Oversee the administration for the delivery of the annual training plan, ensuring training agreements, requests and communications are aligned to the approved process.

COLLABORATIVE WORKING:

- Work collaboratively with Trade Union representatives in the best interests of all schools.
- Work in collaboration across all schools to promote, develop and implement a positive approach to staff wellbeing.
- Review, develop and promote staff rewards and benefits.
- Work collaboratively to build strong working relationships across all schools, ensuring a visible and supportive presence.

GENERAL RESPONSIBILITIES:

- Attend weekly common room briefings.
- Deputise for the Director of HR when required.
- Maintain high standards of professionalism and confidentiality at all times.
- Role model the School values and behaviours and visibly promote.
- Ensure high standards in respect of health and safety, equality, diversity and inclusion, safeguarding and child protection.
- Be flexible to assist with the rapidly changing work requirements.
- Maintain an awareness of changing external requirements and ensure that the HR service responds to changes in context.
- Keep up to date and relevant in respect of HR best practice and recent caselaw.

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:

	<u>Essential</u>	<u>Desirable</u>
Qualifications and Knowledge:		
• Postgraduate (Level 7) qualification in Human Resources or related discipline	✓	
• Member of Chartered Institute of Personnel and Development (CIPD) with evidence of continuing professional development		✓
• Strong IT skills with experience of MS Office applications and HR/Payroll systems	✓	
• Good working knowledge of current employment law and best practice	✓	
• Safer recruitment in education training or experience desirable		✓
• Safeguarding training or experience desirable		✓
Work Experience:		
• Extensive breadth of experience at leadership level in Human Resources within a large and complex organisation	✓	
• Experience of business partnering within a complex organisation or in a standalone role	✓	
• Substantial experience of managing complex employee relations issues	✓	

	<u>Essential</u>	<u>Desirable</u>
• Ability to deal with difficult and sensitive situations in a diplomatic manner using professional judgement	✓	
• Demonstrable experience of providing good quality advice to managers on a wide range of HR issues	✓	
• Experience of managing conflict to seek resolution	✓	
• Proven ability to develop, manage and lead a high performing team	✓	
• Demonstrable experience of successfully training, coaching and developing others at all levels of the organisation	✓	
• Experience of working with Trade Unions		✓
• Demonstrable experience of delivering presentations demonstrating passion, enthusiasm, an in-depth knowledge of the subject area, able to convey important messages with clarity and purpose	✓	
• Experience of working in an educational environment		✓

Personal attributes:

• Strong people management skills and experience in leading, managing performance, motivating and developing staff	✓
• Strong emotional intelligence coupled with the ability to communicate and negotiate effectively with individuals at all levels	✓
• Ability to work successfully and achieve results with minimal supervision	✓
• Ability to represent the school's interests in all dealings with Trade Unions, legal representatives, governing bodies and relevant external stakeholders	✓

	<u>Essential</u>	<u>Desirable</u>
• High level of confidentiality	✓	
• Excellent analytical and problem-solving skills	✓	
• Excellent interpersonal, communication and time management skills	✓	
• Excellent mediation skills, with demonstrable experience of successful resolution	✓	
• Highly organised with the ability to multi-task and manage a large number of competing priorities	✓	
• Gravitas, confidence and the ability to gain credibility at a senior level	✓	
• Strong negotiating and influencing skills	✓	
• Flexibility to meet the needs of the business	✓	

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 intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

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

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.



Ingrams Boarding House

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 for applications is 12pm, Wednesday 4 June 2025.

Interviews will be held at the School on Wednesday 11 or Friday 13 June 2025.

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

Please also see the Recruitment Guidance Notes on page 21.



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.

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%).

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 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- 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.



The Schools, Shrewsbury. Shropshire SY3 7BA.
Email: recruitment@shrewsbury.org.uk Telephone:
01743 280500

www.shrewsbury.org.uk

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