

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

## Leisure Assistant

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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.

## Leisure Assistant

This is a full-time position working 35 hours per week, during term time and in the school holidays, based on a two-week rota with a mix of days, early evenings and weekends.

Are you looking for an opportunity to work in an inspiring indoor and outdoor sporting environment? At Shrewsbury School we have excellent facilities and a culture enabling you to develop your career and passion for sport and leisure.

Our Leisure Assistants play a really important role in ensuring our pupils and members have a safe and enjoyable time utilising our Cricket centre, Swimming pool, Sports Hall, Synthetic Pitches, Golf Simulator, Fitness Suite and Racquets Facilities.

The role requires excellent attention to detail, an engaging personality and the ability to complete a National Pool Lifeguard Qualification (NPLQ). Working within a fun and vibrant environment we are looking for a team player with bags of enthusiasm. You'll be surrounded by friendly and passionate colleagues working together to create an outstanding experience for our pupils and members.

The salary for this role is £22,464.48 per annum, and in addition we offer generous benefits including fully funded training and development (including NPLQ and Sports Facilities Customer Service Practices), enhanced holiday entitlement and pension contributions, life insurance, school lunch when the kitchens are operational, free car parking, free 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.

For a full recruitment pack and application form, please visit  
[www.shrewsbury.org.uk/page/job-vacancies](http://www.shrewsbury.org.uk/page/job-vacancies) alternatively, email  
[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk).

Closing date: **12pm, Thursday 12 June 2025.**

Interviews will be held at the school on **Wednesday 18 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.

*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. Candidates will undergo thorough child protection screening including checks with the Disclosure & Barring Service.*

# Job Description

## MAIN PURPOSE OF ROLE

The Leisure Assistant will supervise the sports facilities with particular focus in the swimming pool; ensuring the safety and comfort of all users. To provide all visitors and pupils to the Sports, Cricket and Squash Centres as well as our outdoor sporting venues, including synthetic pitches and tennis courts, with a friendly and positive experience, through delivering effective customer services and high standards of housekeeping.

## LEVEL OF POSITION

The Post holder will report directly to the Duty 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:*

- To support the day-to-day operation of the sports facilities, ensuring that all health and safety legislation, codes of practice and operation procedures are complied with at all times.
- To register and ensure the smooth running of pupil's sessions within the recreational and Fasti'd sport programme.
- To ensure that all sporting equipment is erected and dismantled on time in accordance with manufacturers' recommendations.
- To hold a RLSS National Pool Lifeguard qualification and maintain your award in a current valid state. To undertake and successfully achieve lifeguard competency assessment tests as require by the School.
- To supervise the swimming pool to ensure the safety and welfare of all users in accordance with the school's Swimming Pool Normal Operating Procedure.
- To attend regular programmed staff training sessions.
- To operate on a shift rota basis as a member of the Leisure Assistant Team, incorporating evenings, weekends.

- To always maintain the highest standards of hygiene and cleanliness throughout the sports facilities department. Undertake regular routine cleaning duties as required.
- To actively promote the name of Shrewsbury School and Shrewsbury school sports facilities in all transactions with members and visitors.
- To maintain a high standard of customer care in all customer relations.
- To communicate regularly with the Sports Facilities Manager and bring any problems to the Duty Manager's before escalation.
- Undertake reception duties including cash handling, payment and booking confirmation.
- To complete daily, weekly and monthly pool plant testing and maintenance tasks.
- To immediately report any unusual pool water results to the Sports Facilities Manager and if necessary close the pool.
- To complete all required paperwork as required by the Sports Facilities Manager.
- To open and lock up all facilities when required. The post holder will be expected to act as a nominated key-holder and, as such, will respond to call outs by colleagues and/or police.
- To complete the requirements of a daily audit and task sheet for all sporting venues, sign off on completion with any comments and follow up actions where applicable.
- To act as a named first aider.
- To ensure all club and members bookings via the use of the leisure managements system have an enjoyable and safe experience.
- To undertake any relevant training as required by the Sports Facilities Manager.

## **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>		
• A good standard of education	✓	
• Ability to complete a Pool Lifeguard qualification (NPLQ)	✓	
• Pool Plant Operations qualification, or willingness to undertake training for qualification		✓
• First Aid certificate		✓
• Swimming Instructor or other sport related qualification		✓
• Defibrillator certificate		✓
<b>Work Experience:</b>		
• Experience of working in a leisure / Sports Centre and knowledge of general sports centre operating procedures		✓
• Ideally have experience of operating a pool plant room in water quality control		✓
• Must be a strong swimmer	✓	
• Knowledge and experience of basic administrative tasks	✓	
• Previous supervisory experience or the ability to lead other team members would be an advantage		✓

Essential      Desirable

**Work Experience continued:**

- |  |   |   |
|--|---|---|
| • Experience in understanding and enforcing pool rules and regulations to ensure the safety of customers | ✓ |   |
| • Ability to deal with customers of all age groups and levels of ability                                 |   | ✓ |
| • Some experience of administering first aid, specifically with regards to sports related injury         | ✓ |   |

**Specialist knowledge:**

- |  |  |   |
|--|--|---|
| • An understanding of Health & Safety at Work but especially in a Sports Centre setting              |  | ✓ |
| • Experience in the use of Defibrillators would be an advantage or a willingness to undergo training |  | ✓ |

**Personal attributes:**

- |  |   |  |
|--|---|--|
| • Excellent customer service skills with the ability and understanding of how to relate to customers of all ages and abilities and also to all levels of staff | ✓ |  |
| • Proven ability to be able to successfully work independently and autonomously  | ✓ |  |
| • An open, honest and confident personality  | ✓ |  |
| • Able to problem solve and manage own time effectively  | ✓ |  |
| • Good interpersonal skills  | ✓ |  |
| • Confident, enthusiastic, pro-active in approach and self-motivated   | ✓ |  |
| • A passion and energy for the leisure industry  | ✓ |  |

Essential      Desirable

Other/Special Working conditions:

- Willing to undertake training and development when required ✓
- Ability to work on a shift pattern which will include weekends, evenings and flexible working ✓

## 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.



*Swimming Pool*

## 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

Shrewsbury School delight's in playing its part in developing outstanding schools around the world. Our first international school opened in Bangkok in 2003 and has become the benchmark for quality education in the city and the wider region.

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 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 alumni 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, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY3 7BB.

**The closing date for applications is 12pm, Thursday 12 June 2025.**

Short-listed candidates will be invited to interview on **Wednesday, 18 June 2025.**

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\*\*](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

*Please also see the Recruitment Guidance Notes on page 20.*



# Contractual Terms

## Contractual staff benefits

### **Salary**

The salary for the position is £22,464.48 per annum.

### **Hours**

This is a full-time position working 35 hours per week, during term time and in the school holidays, based on a two-week rota with a mix of days, early evening and weekends.

### **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](mailto: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 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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