

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



## **Information for Candidates**

PA to the Director of Development

## **Contents**

<b>Headmaster's Welcome</b>	<b>3</b>
<b>Welcome to Shrewsbury School</b>	<b>4</b>
<b>PA to the Director of Development Advert</b>	<b>5</b>
<b>Job Description</b>	<b>6</b>
<b>Person Specification</b>	<b>9</b>
<b>Our Ethos</b>	<b>12</b>
<b>Academic Life at Shrewsbury</b>	<b>13</b>
<b>Co-curricular Life at Shrewsbury</b>	<b>14</b>
<b>Pastoral Life at Shrewsbury</b>	<b>15</b>
<b>Support Staff at Shrewsbury</b>	<b>16</b>
<b>International Links</b>	<b>17</b>
<b>The Application Process</b>	<b>18</b>
<b>Benefits and Contractual Terms</b>	<b>19</b>
<b>Recruitment Guidance Notes</b>	<b>21</b>



# 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 and this important role for me personally! 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.



Handwritten signature of Leo Wilkey in blue ink.

# 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 840 pupils aged 13-18.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breathtaking 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 £30m 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 new 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, with refurbishment projects of Churchill's and Ingram's Hall completed in December 2023. There are plans to refurbish The School House in Summer 2024.

## PA TO THE DIRECTOR OF DEVELOPMENT

*Full time, Permanent, 35 hours per week*

We have an exciting opportunity for a highly skilled Personal Assistant to provide outstanding professional administrative, secretarial, and organisational support to the Director of Development.

This is a diverse and rewarding role that requires a highly organised, trustworthy individual with a can-do attitude and a calm disposition. The successful applicant will be a pro-active solution-finder and accomplished communicator, with strong professional values and skills in handling confidential information with discretion and professionalism.

### Key Responsibilities:

- All-round Personal Assistance for the Director of Development.
- Dynamic diary and calendar management.
- Call handling and welcoming visitors, parents, and staff.
- Meeting facilitation including composing agendas and regular minute-taking.
- Performing a range highly confidential administrative duties relating to the daily running of the Development Office.
- Composition, editing, review and handling of a wide range of correspondence.
- Preparation of reports, papers, and presentations.
- Office management and other secretarial duties as required.
- Organising travel, events and visit itineraries, visa applications and handling expenses.

### Essential Qualities:

- Educated to A Level or above.
- Demonstrable experience as a professional PA, Secretary or similar.
- Highly adaptable and flexible, with initiative and the ability to thrive under pressure.
- Excellent at building rapport and positive relationships with a wide range of people.
- Strong typist and pride yourself on your excellent typing skills.
- Excellent written and oral English with attention to detail.
- Fully conversant in Microsoft Office.

In addition to the salary, we offer benefits including pension, life insurance and free use of school facilities when not in use by pupils such as the library, swimming pool, gym, tennis courts and squash courts.

A full job description and application form can be obtained from [www.shrewsbury.org.uk/page/job-vacancies](http://www.shrewsbury.org.uk/page/job-vacancies), alternatively please contact the Human Resources Department on 01743 280834 or email [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

Closing Date: **Tuesday 19 March 2024 at 10am**

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

# Job Description

## MAIN PURPOSE OF ROLE

Responsible for the provision of confidential support and assistance to the Director of Development, including undertaking a full range of executive secretarial and administrative duties, ensuring the efficient and effective running of the Development Office.

## LEVEL OF POSITION

The post holder will report directly to the Director of Development.

## QUALIFICATIONS AND EXPERIENCE

This is a diverse role where you will be dealing with a varied workload. The successful candidate will have the qualities, skills, and experience to be an accomplished and highly competent Personal Assistant who is able to juggle deadlines and be flexible in approach. You will be adaptable and have a calm disposition, be friendly and happy to work independently, as well as part of a wider team. You will have excellent communication and ICT skills.

## DUTIES AND RESPONSIBILITIES

*The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work that may not be shown below. The postholder will be expected to be proactive and to undertake tasks within the scope of the role that may not necessarily be listed below.*

### Main Responsibilities:

- General executive support and diary management for the Director of Development.
- Act as first line contact for the Director of Development, using discretion and tact to ensure telephone callers and visitors receive a welcoming and professional response, and are dealt with by the appropriate person.
- Be responsible for various queries, especially in the absence of the Director of Development, deciding how to direct and respond to incoming calls, enquires and requests, handling them or delegating to others as appropriate, using discretion where appropriate.
- Welcome and look after external visitors on behalf of the Director of Development, providing refreshments and arranging catering as required.

### **Secretarial and Administration:**

- Ensure a high standard of secretarial and administrative support to the Director of Development, in order to assist in the smooth running of all activities. The postholder will be expected to exercise considerable initiative in carrying out delegated duties, seeking the necessary advice, where appropriate.
- Word processing all correspondence for the Director of Development which will include letters, reports and other documents as required (via audio, copy typing and proof reading).
- Provide secretarial support at meetings as required (taking minutes, meeting room bookings and catering arrangements where applicable).
- Organise, co-ordinate and maintain a variety of office administrative tasks such as maintaining accurate records and files for school operations and activities.
- Be responsible for all bookings for the Director of Development's meetings.
- Liaise with other departments, as appropriate.
- Liaise with associations and professional bodies and other sector agencies.

### **Diary Management:**

- Manage the appointments diary of the Director of Development, planning schedules and keeping him informed of all forthcoming visits and important diary dates, including arranging and co-ordinating, extensive, complex, and changing travel and accommodation requirements, where necessary.

### **General:**

- Undertake other duties which are reasonably required, and which are consistent with the general level of responsibility of this role.
- Maintain high standards, professionalism, and confidentiality at all times.
- The postholder must be willing to be flexible to assist with the rapidly changing work requirements and acknowledge that duties occasionally run past the normal hours of the working day.

### **Contacts:**

- The successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintaining constructive relationships with all stakeholders

**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.
- This successful candidate will be in regulated activity with young people and therefore, 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 satisfactory safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.



# Person Specification

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications:</b>		
• Education to A level or equivalent.	✓	
• An IT qualification i.e ECDL, NVQ.		✓
• RSA/OCR Keyboard skills level 3 or equivalent.		✓
• Secretarial or shorthand qualification.		✓
<b>Work Experience:</b>		
• A significant proven track record of successful PA or Secretarial support to Senior Management or similar relevant experience.		✓
• Excellent organisational skills, with strong attention to detail to ensure the smooth execution of tasks.	✓	
• Experience of working on own initiative, prioritising, and managing processes effectively.	✓	
• Ability to manage multiple tasks and work well under pressure to meet deadlines.	✓	
• Ability to approach all confidential matters with discretion, sensitivity, and diplomacy, preserving the integrity of school information.	✓	
• Good literacy skills to prepare correspondence and reports, and to maintain records to a high standard.	✓	
• An excellent level of applied ICT, especially Word, Excel, Power Point, E-mail and a commitment to keep up to date with developments.	✓	
• Strong diary management skills, using judgement where appropriate.	✓	

	<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>Working in an education environment would be an advantage but is not essential.</li> </ul>		✓
<b>Personal Attributes:</b>		
<ul style="list-style-type: none"> <li>Able to respond flexibly and cheerfully as priorities change, to manage high levels of work-related interruptions and conflicting demands.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong literacy skills to prepare correspondence and reports and maintain records to a very high standard.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Friendly, helpful and approachable professional manner; able to relate well to alumni, staff, pupils, parents, Governors and visitors.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of well-developed interpersonal skills, negotiating ability and tact to promote good relationships.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to deal calmly with different situations as they arise.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Must be able to take instructions both written and verbally.</li> </ul>	✓	
<b>Specialist Knowledge:</b>		
<ul style="list-style-type: none"> <li>Possess cultural awareness and sensitivity in working towards the aims of the Department and the School.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of having a flexible approach to work to meet the demands of the School where necessary.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Basic accounting knowledge.</li> </ul>		✓
<b>Other/Special Working Conditions:</b>		
<ul style="list-style-type: none"> <li>To be able to work flexibly, there will be times, that require working early or late or weekends to meet the demands of the role.</li> </ul>	✓	

## 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, 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.

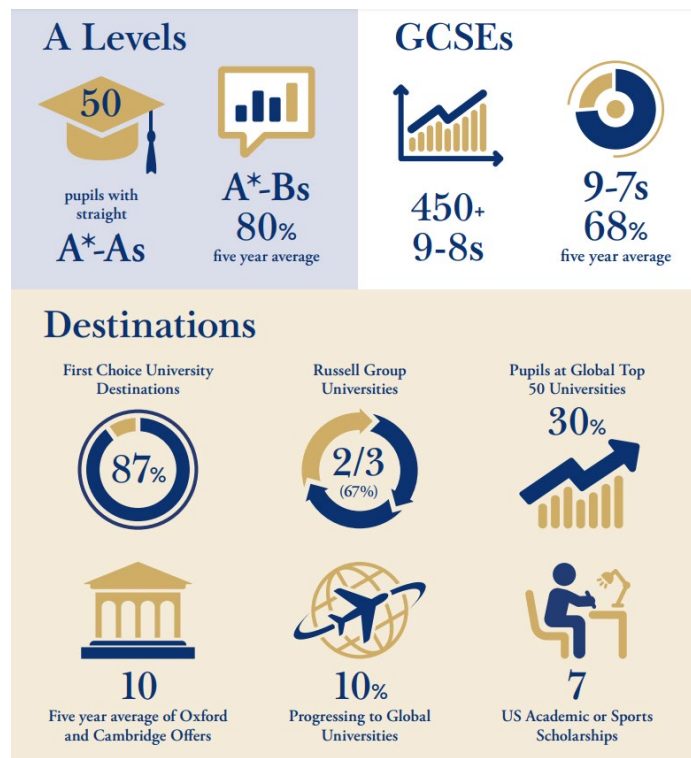
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



# 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 5% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at their first choice university. We expect about 80% of A Levels each year to be passed at A\*, A or B grade; but there is as much joy for pupils who surpass their own expectations as for those whom progress to top grades always seemed more certain.



*2023 Public Examination Results at Shrewsbury*

# 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 students win places at some of the top music conservatories 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 unspoilt 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.





# 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.



# Support Staff at Shrewsbury

Support Staff provide administrative, managerial and operational support, 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.





# 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 a 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, SY4 7BA.

**Closing Date: Tuesday 19 March 2024 at 10am**

- 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.
- Any questions or queries regarding applications should be addressed to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

**Please ensure you read the Recruitment Guidance Notes on page 21.**



# Benefits and Contractual Terms

## **Salary**

The salary for this role is £25,000 pa.

## **Hours**

This is a full-time position, working year-round. The normal hours will be 09:00 to 17:00 Monday to Friday with 1 hour for lunch (35 hours per week). The Personal Assistant to the Director of Development must be able to work flexibly due to there being a requirement, at certain key times, to work beyond the normal hours. This is a in-office, in-person role which does not provide the opportunity for remote or hybrid working.

## **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.

## **Pension**

This post is eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

## **Life Insurance:**

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



# Non-Contractual Terms

## **Training & Development**

All Shrewsbury School staff have the opportunity to access professional training.

## **Provision of Meals**

While the kitchens are operational, lunch is provided for the post holder in our dining room, Kingsland Hall.

## **Parking**

Parking is provided free of charge on and around site in designated areas with a school permit.

## **Sports Facilities**

Our swimming pool has both staff and staff family swim times. We also have tennis courts, squash courts and a gymnasium which are available for staff use.

## **Events**

Staff are able to attend a number of school events, including theatre productions and music concerts free of charge.

## **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 some free counselling sessions through the School Counsellors.

# 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: Candidates must fully complete an application form, CV's alone will not be 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, from:

- ✿ 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*).

- ✿ Address identification (ie: utility bill or bank/building society/mortgage statement).

### **Safer recruitment checks**

Please read through the school's Safer Recruitment Policy (found on our website) 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.

### **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.

### **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 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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