

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

HR & Employee Relations Officer

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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 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 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 105-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 £25m 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. 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 completing in December 2023. There are also plans to refurbish School House in Summer 2024.

HR & EMPLOYEE RELATIONS OFFICER

Permanent, full-time, 52 weeks, Competitive Salary

We have an exciting opportunity for a highly skilled Employee Relations Officer with a strong ER background to join our HR Department.

The ideal candidate will have a proven track record of success in managing employee relations, including but not limited to, conducting investigations, hearings, appeals, grievance, disciplinary, performance, providing guidance to management, and developing and implementing policies and procedures.

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:

- Oversee and lead a range of complex employee relations cases
- Provide guidance and support to management on employee relations issues including complex ER cases and change management.
- Managing all ER cases from end-end, disciplinaries, grievances, long and short term sickness absence cases
- Updating HR policies and procedures.
- Meeting facilitation including composing agendas and occasional minute-taking.

Essential Qualities and experience:

- Post graduate qualification in Human Resources.
- Overseeing complex and high volume Employee Relation case management
- Demonstrable experience in a HR Business partner or Employee relations role within a multi-disciplinary and multi-site organisation
- Excellent communication skills
- Excellent IT skills
- 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.

In addition to a competitive salary, we offer generous 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, squash courts.

Closing date: 12 noon, Monday 18 March 2024

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 support the Head of Human Resources in the smooth running of the HR Department by provide robust employee relations and human resources support to Managers and staff within the School. This position will work across two schools; Shrewsbury School and Packwood Haugh School.

LEVEL OF POSITION

The Post holder will report directly to the Head of Human Resources 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. The postholder will be expected to be 'proactive' in their work and to undertake tasks within their capability that may not necessarily be listed below.

Main Responsibilities:

To be responsible for managing employee relations at Shrewsbury School and Packwood Haugh School as detailed below. This will involve becoming involved with the following:

Wellbeing:

- ✦ To support Line Managers to proactively manage colleagues' wellbeing, both whilst at work or during short term or longer-term absence. Liaising with Occupational Health and other outside support agencies as necessary.
- ✦ To manage Shrewsbury School's Sickness Absence procedure ensuring that it is applied consistently across the school. In addition, be responsible for embedding the same policy into the culture at Packwood Haugh School in liaison with the Head of HR and Packwood Bursar.

- ✦ To work with and collaborate with Line Managers in relations to managing employees for disciplinary, grievance and performance management, either through an informal or formal procedure.
- ✦ To develop and implement mechanisms to maintain consistency of policy and procedures, employment legislation and best practice principles across both schools.
- ✦ To address employee and line manager raised concerns with diligence and care, making sure the issues are heard and that employees are given a voice. In addition, provide counselling advice to employees to help solve their issues before they are escalated to more formal processes.

Consultation, negotiations and communications:

- ✦ To support the Head of HR with complex employee relations matters relating to staff consultation (ie: re-organisation, re-structures, redundancies etc) across both Schools.
- ✦ To work collaboratively with various Trade Unions during consultations and negotiations where applicable.
- ✦ To build strong working relationships across both schools with relevant stakeholders. This will include regularly visits to teams and departments to ensure HR has a visible presence at both Schools.
- ✦ In liaison with the Head of HR, support with the implementation of new HR Software into both Schools. Assist with bringing together key stakeholders into a decision-making committee to consult and communicate.
- ✦ To provide expert advice and guidance to Line Managers in relation to HR and Employee relations-based issues affecting the different teams and departments

Recruitment responsibilities:

- ✦ To work in partnership with the HR & Recruitment Officer to provide support with the life cycle of recruitment as necessary.

- ✿ To support the HR & Recruitment Officer with preparing contracts relating to changes to terms and conditions, to include volunteer contracts and other relevant contractual agreements as required.

General responsibilities:

- ✿ To support the Head of HR with continuous improvements of wider HR processes, systems, and practices across the schools (Shrewsbury School and Packwood Haugh School).
- ✿ To develop effective systems to measure and monitor the quality and quantity of activity within the HR Department in liaison with the Head of HR.
- ✿ To provide regular management information and reports to the Head of HR as required.
- ✿ To attend the termly INSET training at the start of each term with the Head of HR.
- ✿ To build good working relationships with teaching staff at Shrewsbury School; attend the Common Room break meetings with the Head of HR on Monday mornings during term-time.
- ✿ To support the Head of Human Resources with all aspects of HR administration.
- ✿ To support the Head of HR with specific HR projects on an adhoc basis.
- ✿ To maintain high standards, professionalism, and confidentiality at all times.
- ✿ Any other responsibilities within the HR Department, as required.
- ✿ The postholder must be willing to be flexible to assist with the rapidly changing work requirements and acknowledge that work occasionally runs past the normal hours of the working day.

Safeguarding Responsibilities:

- ✿ 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 post holder must promote and safeguard the welfare of pupils for who you may be responsible for and with whom you may come into contact.

- ✿ All positions at Shrewsbury School will be in regulated activity with pupils. 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 maintaining constructive relationships with all.

Person Specification

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

	<u>Essential</u>	<u>Desirable</u>
Qualifications:		
✦ Good standard of education.	✓	
✦ Member of the Chartered Institute of Personnel and Development with evidence of continuing professional development.	✓	
✦ NCSL Safer Recruitment in Education Certificate, would be an advantage.		✓
✦ Child Protection / Safeguarding training would be advantage but not essential, as training can be provided.	✓	
Work Experience:		
✦ Extensive experience at senior level in dealing with HR & employee relations is essential.	✓	
✦ Demonstrable experience of supporting managers with complex case law across a variety of departments in all aspects of HR.	✓	
✦ Proven experience of working as a Senior HR generalist or Business Partner role in a multi-disciplinary organisation		✓
✦ Ability to deal with difficult and sensitive situations in a diplomatic manner using professional judgement.	✓	
✦ Understanding and practical knowledge of employment law and best practice in providing good quality advice to managers and employees on a wide range of HR issues.	✓	
✦ Experience of managing conflict to seek resolutions.	✓	

	<u>Essential</u>	<u>Desirable</u>
✦ A skilled negotiator able to deploy tact and diplomacy to achieve objectives	✓	
✦ Excellent analytical and problem-solving skills with the ability to apply employment legislation through HR policies and procedures.	✓	
✦ Ability to work successfully and achieve results with minimal supervision.	✓	
✦ Experience of prioritising workload.		
✦ Confidentiality is a must and showing sensitivity when required	✓	
✦ Excellent analytical and problem-solving skills for gathering, analysing and reporting on key HR data/statistics		✓
✦ Ability to produce Human Resource statistics and to utilise them to advise managers on employee relations issues.		✓
✦ Experience of handling complex employee relation cases such as disciplinary investigations, hearings, appeals and grievances.	✓	
✦ Experience of working with Unions		✓

Personal Attributes:

- Well organised, task orientated and able to co-ordinate a range of activities. ✓
- Proven experience of working as a Senior HR generalist in a multi-disciplinary organisation. ✓
- Be able to work effectively as part of a team and build productive relationships and at times work independently. ✓

- Proven track record of dealing with and advising on complex ER cases and advising senior stakeholders ✓
- Self-motivation and personal drive to complete tasks required to timescales and deadlines, using own initiative. ✓
- Professional approach, coupled with strong interpersonal skills. ✓
- Experience of working in a unionised environment. ✓
- The ability to persuade and achieve the cooperation of others to improve standards where necessary. ✓
- Have a flexible attitude to responsibilities and co-operative at all times. ✓

Specialist Knowledge:

- A passion for working in an educational environment and how human resources plays a key. ✓
- Previous educational experience would be an advantage but not essential. ✓

Other/Special Working Conditions:

- Must be committed to child protection and safeguarding. ✓
- The successful applicant must be willing to be flexible to assist with the rapidly changing work requirements and acknowledge that work occasionally runs past the normal hours of the working day. ✓

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.

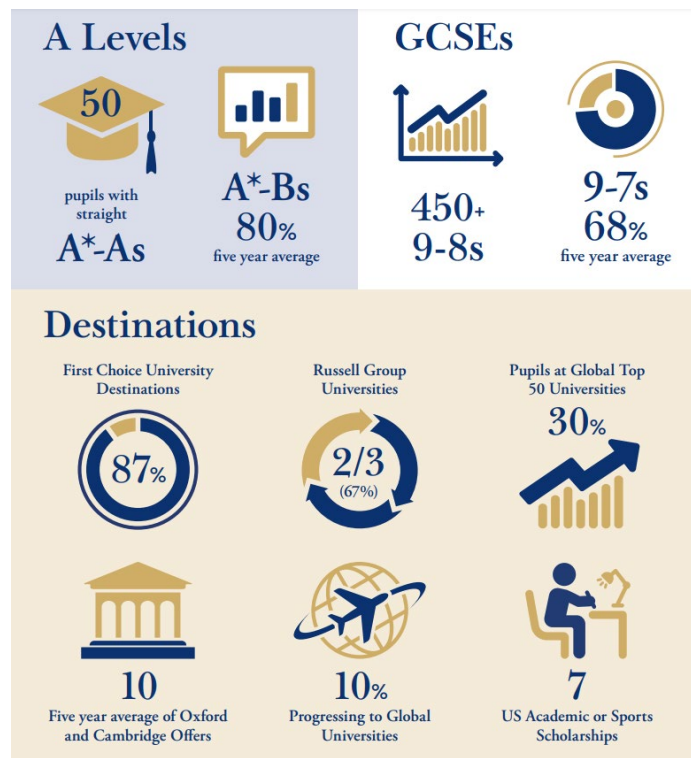
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



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 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.



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 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 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 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.



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 a 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, SY4 7BA.

Closing Date: 12 noon, Monday 18 March 2024

- 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 or telephone 01743 250834.

Please ensure you read the Recruitment Guidance Notes on page 20.



Benefits and Contractual Terms

Contractual staff benefits

Salary

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

Hours

This is a full-time, permanent position working all year round, Monday to Friday 9am to 5pm with 1-hour lunch each day.

The HR & Employee Relations Officer must be able to show a degree of flexibility as there will be a requirement to work flexibly in accordance with business requirements. Some weekend and evening working will be required as part of this role.

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. Holidays must be taken during School holidays and cover must be maintained in the Department at all times.

Pension

All support employees are 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.

Benefits and Contractual Terms

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.

Events

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

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 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: CVs are not accepted.

Your letter and application form should be sent as a pdf to:

recruitment@shrewsbury.org.uk

References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- Current passport 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).

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

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413

