



SHREWSBURY  
HOUSE  
SCHOOL  
FOUNDED 1865

## Candidate Information Pack

Registrar and Marketing Assistant

**Closing date: 19<sup>th</sup> January 2024, 5pm**

## Welcome from the Executive Head

Thank you for your interest in Shrewsbury House School. Appointing the right staff is arguably the most important role of a school. The staff here are committed to getting to know applicants well during the application process and giving them the opportunity to get to know us too.

I am incredibly proud of my colleagues here at Shrewsbury House – not only their expertise and professionalism but also their warmth and pupil-centred approach. I hope to welcome you to the School.

**Mrs Joanna Hubbard**

Executive Head

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Time has not stood still at Shrewsbury House: the best traditions have been maintained but this is very much a school looking forward, not back. The boys have a genuine sense of pride and are articulate, polite and confident.

The Good Schools Guide





## Shrewsbury House School

Established in 1865, Shrewsbury House School is one of England's oldest boys' Preparatory Schools and educates boys from the ages of 7 to 13 years.

At age 13, our boys move up to their senior schools as intellectually curious young men who have had numerous opportunities to shine and reach their full potential. At Shrewsbury House, each boy is recognised as an individual and their efforts and attainment are duly celebrated.

Inclusivity is central to Shrewsbury House School's ethos and all boys regularly will take on new challenges to extend them beyond their previous encounters. Every boy will perform in his annual Year Group

Concert and Play. Every boy has the opportunity to represent the School in the three main competitive sports of football, rugby and cricket. Opportunities are wide and frequent for the boys to take part in a broad range of inter-prep and national academic, sport and cultural events. The six years your son will spend in his Prep School are critically influential in developing strong independent learning skills and a robust work ethic; these in turn will provide solid foundations for future success.

Aside from the fact that our boys go on to the top senior schools and are very successful in winning highly prized Scholarships and Awards, they are also

kind and compassionate individuals. Our boys develop strong independent learning skills, and a mindset where new challenges will be welcomed, where a confident, happy keenness to 'have a go' will override the fear of failure and where a robust work ethic will be established, all of which will help to ensure their success at their senior school and way beyond.

Shrewsbury House's motto '**Alta Peto**' means 'aim high'; we are extremely fortunate that our boys – past and present – have contributed so much to the rich fabric of Shrewsbury House School and continue to aspire to our School motto.

## Aims and Values

We aim to develop independent, curious and passionate learners to succeed in a changing world.

Respect

Perseverance

Integrity

Compassion

Aspiration

We actively promote democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are the Fundamental British Values which underpin all that we offer.

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**Shrewsbury House values – respect, perseverance, integrity, compassion and aspiration – permeate everything and the school's motto, *Alto Peto*, is also in evidence, reminding pupils to 'aim high'. Prep schools in this neck of the wood can have something of a reputation as hot houses but this does not feel like one of them, although the curriculum is challenging and rigorous.**

The Good Schools Guide

## Working at SHS Trust

Shrewsbury House is an academically rigorous school. The boys, from 7-13, are highly able and benefit from being stretched intellectually and nurtured pastorally.

Teaching at Shrewsbury House affords the opportunity to prepare boys for some of the most competitive world-class senior schools. The following schools are regular destinations for our boys: Charterhouse, Cranleigh School, Eton College, Epsom College, Hampton School, Harrow School, King's College School (Wimbledon), Radley College, Reed's School, St John's School, St Paul's School, The Royal Grammar School (Guildford), Tonbridge School, Wellington College, Winchester College

and Westminster School. We recruit subject specialists who have experience in a variety of different spheres. Opportunities for extensive CPD abound and staff members are encouraged to attend courses regularly. Mentoring is a feature of working within the Trust which many staff take advantage of. There are also opportunities to engage socially with other staff members.

Teaching at Shrewsbury House is not for the faint-hearted and it will only suit those who are committed to delivering a world-class education and genuinely love what they do. Teaching at Shrewsbury House is about empowering boys and creating an environment in which everybody is

somebody and where boys are prepared for life, not just for a future school. We cater for the academically gifted as well as all-rounder candidates.

Shrewsbury House School is committed to providing the very highest standard of teaching and pastoral care possible. Our staff are dedicated and incredibly generous with time, going to great lengths to ensure that each child settles in, is well looked after and happy at school.

We recognise that our teachers and support staff are our greatest asset, and therefore, ensure that our recruitment, induction, training and opportunities for growth are designed to recruit and retain staff who are experts in their field.

## Shrewsbury House School Trust

Shrewsbury House School Trust is a charitable Trust and operates three independent fee-paying day schools that seek to provide the best possible educational experiences for children.

**The Rowans** based in Wimbledon is a co-educational school for children aged between 3 and 7, providing a nurturing and welcoming start to school life, especially during those early years when key social skills and attitudes are acquired and developed for life.

The Rowans have a long-standing reputation for academic and all-round excellence and every teacher takes great pride in the achievements of each child.

**Shrewsbury House Pre-Preparatory School** based in Esher is a co-educational school for children aged between 3 and 7; providing a foundation for life, not just academically but socially and emotionally. Shrewsbury House Pre-Preparatory School prides itself in developing the whole child against a background of academic excellence in a caring environment.





# Job Description

Role/Job Title	<b>Registrar and Marketing Assistant</b>
Reporting Line Manager	<b>Head of Trust Marketing</b>

## Job Purpose

The Registrar & Marketing Assistant (RMA) is a key member of the Trust's Marketing and Admissions team and provides a vital first point of contact for each family enquiring about joining Shrewsbury House School.

The successful candidate will work closely with the Head of Trust Marketing (HTM) directly supporting aspects of the Marketing role. The Registrar will actively assist the HTM and the Executive Head (EH) in promoting SHS, by direct contact and relationship building with parents and pupils, through liaison with existing and potential feeder schools, running assessment days, open mornings and various school marketing events to raise awareness of the School and the educational opportunities offered.

In addition, the post holder will work with the Head of Shrewsbury House Pre-Preparatory School (SHPPS) and the Head of The Rowans School supporting pupils moving through the Trust Schools.

## Key tasks and responsibilities

### General Admission Process:

- Responsible for overseeing the

complete admissions process, including all correspondence, tours, meetings and fulfilling responses to requests for additional information from initial enquiry to the admission of a pupil.

- Ensure all relevant details relating to pupil welfare are obtained in advance of admission, accurately recorded and communicated to all relevant personnel responsible for the care of that pupil.

### Managing the offer of places:

- Working closely with academic staff, inviting pupils to assessment days, co-ordinating and informing the EH, her Executive Assistant and other relevant staff.
- Organising prospective parents' tours.
- Requesting and collating reports from previous schools before admissions assessments.
- Producing formal offer and acceptance letters in liaison with the EH and keeping the EH and all relevant staff informed of progress.
- Liaise closely with the EH and Learning Enrichment staff regarding any SEND aspects for new pupils and Matron with regard to any medical needs.

- Allocate new pupils to tutor groups in liaison with the Heads of Year and Houses in conjunction with the Deputy Head, Pastoral.

### School Roll, Admissions Records, Statistics and Reports:

- Monitor current and future school roll numbers, keeping all key stakeholders informed.
  - Liaise with the Executive Head regarding the suitability of candidates for entry into the School, based upon their outcomes from their assessment process.
  - Fulfil the Local Safeguarding Partnership (LSCP)'s requirement to notify them of the de-registration of any pupils who have left before the end of Year 8 i.e. a mid-term leaver.
  - In line with Safeguarding requirements, to contact the new school of a mid-term leaver to establish that they have actually started at that school on the date specified and to ensure that the safeguarding and pastoral information request forms are returned to SHS by the pupils' previous settings ahead of the pupil being admitted.
  - Ensure that all data required for the admissions process is up to date, accurate, in line with the School's policies and that the retention of this data likewise follows current policies.
- ### Event Management Overview
- To oversee and ensure quality control of marketing and admissions events.
  - Working with the HTM, to ensure that appropriate packs, including promotional 'gifts' are available to prospective parents and their sons.

- Support the retention and smooth entry of new pupils through a proactive communication system and the organisation of relevant events linked to the pupil's admission.

### Marketing Assistant:

- Assist in the creation of marketing materials, including brochures, flyers, and digital content.
- Collaborate on the development of compelling and engaging content for the School's website and social media platforms, including the updating of that content, utilising analytics tools to measure its effectiveness
- Monitor social media channels for feedback and trends.
- Through collaboration with key stakeholders, capture, edit and organise visual content (photos/video) to support marketing initiatives.
- Help to maintain and enhance the School's brand identity through consistent messaging across various platforms.
- Assist with media outreach and managing relationships with local media outlets

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Whilst every effort has been made to explain the main duties and responsibilities of the post employees will be expected to comply with any reasonable request from the Executive Head to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Executive Head and member of staff.

## Person Specification

### Essential:

- Strong communication skills – good oral skills and excellent command of written English
- Have outstanding interpersonal skills with adults and children
- A willingness to sell and a target driven approach
- Good planning and time management skills
- Good digital literacy with ability to work using Microsoft Word, Excel and database programmes
- Strong numeracy skills to deal with statistical data, possess strong analytical skills
- Be organised and efficient, with an ability to prioritise, multi task and work under pressure
- Ability to build strategies and to be a self starter

- Have high levels of integrity, energy and discretion
- Confident, positive personality with an ability to engage with a variety of audiences
- Uphold and live the aims and values of Shrewsbury House School Trust and communicate them clearly to prospective families
- Be fully committed to safeguarding and promoting the welfare and safety of children

### Desirable:

- An understanding of the principles of sales and marketing
- Experience of working within the education sector, preferably in independent education



## Working at Shrewsbury House - Benefits

- Competitive salary for all roles
- Pensions: access to a competitive all staff pension scheme
- Death in Service Insurance
- Training and development opportunities
- Laptops issued to academic and support staff
- Wellbeing time where staff are able to experience wellbeing activities such as Pilates, art classes and sport
- Use of School swimming pool before school - once a week
- Lunches during term time are provided at no cost by our caterers
- Complimentary hot drinks and snacks are available throughout the day
- Employee assistance programme (EAP) – a confidential, counselling service available to all staff
- Membership Personal Health Plan
- Cycle to work scheme
- Mentoring programme
- Annual flu vaccination programme

Regular staff meetings, termly whole school meetings, a generous INSET budget, annual social events and a friendly staff room, those who join Shrewsbury House School Trust are welcomed with a warm, respectful and supportive environment to work in.

### Recruitment and Selection Policy Statement

Shrewsbury House School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of an enhanced DBS (Disclosure and Barring Service) disclosure, satisfactory references, medical clearance and proof of legal right to work in the UK.

### Equal Opportunities Statement

Shrewsbury House School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant's gender, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, are followed at all stages of the selection procedure.

### Staff Member Privacy Notice

Shrewsbury House School Trust Human Resources Department ensures that the recruitment process and the related processing of applications adheres to the requirements of the General Data Protection Regulation, May 2018. Please click below to read the Staff Member Privacy Notice, which includes details relating to the processing of applications.

If you do have any queries relating to this Privacy Notice, or require any further information relating to the processing of any of your personal data, please feel free to raise them with Dr Janis Brumwell, Head of Trust Human Resources:

[jbrumwell@shstrust.net](mailto:jbrumwell@shstrust.net)

The above statements are available to download under the vacancies section on our website.

## How to Apply

Applications should be emailed to Human Resources at [recruitment@shstrust.net](mailto:recruitment@shstrust.net) by the closing date – 12<sup>th</sup> January 2024, 5pm.

Applicants will be considered as they are received and the school reserves the right to appoint at any point during the application process. Interviews to be held as soon as possible.



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The quality of the pupils' academic and other achievements is excellent.

ISI Inspection Report 2021





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