



SHREWSBURY
HOUSE
SCHOOL
FOUNDED 1865

Candidate Information Pack

PA to the Executive Head

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, and many staff members, both teaching and support staff, take advantage of this supportive structure. Furthermore, there are opportunities for all staff members to engage socially, fostering a collaborative and inclusive workplace culture.

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.

Recognising that our staff are our greatest asset, we ensure that our recruitment, induction, training, and growth opportunities are designed to recruit and retain staff who are experts in their field. This commitment extends to both teaching and support staff, emphasising the importance of every role within our vibrant educational community.

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 loving and caring environment.



Job Description

Role/Job Title	PA to the Executive Head
Reporting Line Manager	Executive Head

Primary Purpose

The PA to the Executive Head will provide comprehensive administrative support, including diary management, meeting and travel arrangements and assistance on specific projects. The role involves supporting internal and external stakeholder relationships, working closely with the Leadership team and liaising with parents and senior schools.

Key responsibilities

Executive Support:

- Provide full administrative support to the Executive Head on a daily basis.
- Manage the process of obtaining or creating data, briefings and papers, ensuring the Executive Head is prepared for all engagements.
- Organise and maintain files, ensuring confidentiality and accurate record-keeping of correspondence.
- Organise appointments, meetings, diary management and travel arrangements.

Governance & Meeting Coordination:

- Support the organisation of Trust and Governors’ meetings, including preparing and distributing Board papers.
- Attend meetings and serve as a minute-taker when required.

Stakeholder Liaison:

- Act as the first point of contact for parents, handling questions, compliments and complaints.
- Build and maintain relationships with internal and external stakeholders.
- Provide HR support for the organisation of the interview process for new staff.

Correspondence & Communications:

- Manage incoming and outgoing correspondence, prioritising and drafting responses as needed.
- Meet and greet guests of the Executive Head, ensuring they are well looked after.

Support to Leadership Team:

- Provide administrative assistance to the Senior Deputy Head and Deputy Heads for Academic and Pastoral matters as needed.
- Work with senior schools on Pre-test processes, Common Entrance examinations, scholarship applications and other entry processes in consultation with the EH, Deputy Head, Academic and Director of Scholarship, assessment and Reporting.

School Administration:

- Line manage the School Office and School Secretaries.
- Manage pupil files and administrative records.
- Organise speakers for the Seminar Series and Future Schools events.

Promote the School:

- Positively represent and promote the School and SHS Trust in all dealings.

Shrewsbury House School Trust Standards:

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and major school events when required;

- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust’s health and safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons with whom you have contact during the course of your duties;
- Any other reasonable project or duty assigned by the Executive Head.

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.

Person Specification

The successful candidate will demonstrate the following:

Skills and Attributes:

- Ability to remain calm and efficient under pressure.
- Cheerful and professional demeanour with a natural sense of humour.
- Strong problem-solving skills, using tact and diplomacy when required.
- Highly organised and detail-oriented.
- Excellent written and verbal communication skills.
- Strong IT skills, particularly with Microsoft Office applications.
- Willing and able to learn new systems, such as the School's MIS.

Experience and Competencies:

- Previous experience in a school environment is preferred but not essential.
- Ability to work independently and with minimal supervision.
- Ability to prioritise tasks strategically and display good judgement under pressure.
- Reliable, punctual, and well-presented.
- A commitment to maintaining complete confidentiality.



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
- Lunches are provided to staff at no cost during term time
- Complimentary hot drinks 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

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 Mr Angus Harper, Director of Finance and Operations: aharper@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.

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



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HOUSE
SCHOOL
FOUNDED 1865

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