



SHREWSBURY
HOUSE
SCHOOL
FOUNDED 1865

Candidate Information Pack

Human Resources Officer

Closing date: 2nd February 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, 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.

Recognizing 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, emphasizing 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	Human Resources Officer
Reporting Line Manager	Head of Trust Human Resources

Job Purpose

The HR Officer is a key member of the Trust's Human Resources team and provides a vital first point of contact for each person enquiring about joining Shrewsbury House School.

The successful candidate will work closely with the Head of Trust Human Resources directly supporting aspects of the Trust's HR function. The HR Officer will actively assist the Head of Trust HR, Director of Finance and Operations (DFO) and the Executive Head (EH) in HR matters, by providing HR advice, leading on the recruitment and induction process for people joining the Trust and supporting internal HR processes.

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 the HR functions within their schools.

Key tasks and responsibilities

General Admission Process:

- Provide high quality professional advice and support to managers and staff for all HR related matters.
- To proactively work with Trust leaders and managers to improve capability across the organization.
- To track and manage staff absence, including management of the administrative support for absent staff. To provide good absence management control, including return to work interviews and occupational health assessments.
- To support the Senior Leadership Team and/or Governing Body, in managing staff behaviour both informally and formally in line with the Disciplinary & Dismissal Procedure, Capability Procedure, and Grievance Procedure. To facilitate investigations as appropriate.
- To deliver great candidate experiences and promote Equality, Diversity and Inclusion in all recruitment, learning and development activities.

Training and Development:

- To assist the staff with the performance management and development process.

- Providing advice for work reviews and change processes.
- Training managers on candidate interview evaluation techniques.
- To provide training and guidance to managers for employee relations and change management.
- Able to create and deliver effective and engaging learning experiences, both in person and virtually.
- Leading on the induction process for new staff joining the Trust.

Staff Management:

- Work effectively with the HR Admin Assistant, ensuring all HR processes are completed and co-ordinated and ensure associated tracking systems are up to date at all times (recruitment, e-learning, absence, maternity, disciplinary, grievance, payroll) including filing.

Recruitment:

- Provide the Head of Trust HR, EH and DFO with administrative support relating to recruitment and selection of candidates joining the Trust, ensuring compliance with the Safer Recruitment Policy, including liaison with enquirers and applicants.
- Maintain a fully compliant SCR.
- Monitoring key recruitment metrics such as turnover and retention rates.

Administration:

- Monitoring, reviewing and updating all HR policies to ensure they are in line with current legislation.

Employment Law:

- Keep up to date on all aspects of employment legislation.

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 to attend parents' evenings and major school events when required.
- To develop and maintain professional, productive relationships with all staff members.
- To be aware of equality, diversity and inclusion 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 and wellbeing of young persons whom you have contact with during the course of your duties.

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 DFO to undertake work of a similar level that is not specified in this job description.

Personal Specification

Essential:

- 2 years or more HR experience following Level 5 CIPD qualification (either in People Management or L and D).
- Excellent administration skills.
- Proactive approach. Takes responsibility and ownership for issues and problems
- Is energetic and enthusiastic. Flexible in approach - can adapt personal style and behaviour as appropriate.
- Strong numeracy skills to deal with statistical data, possess strong analytical skills.
- Quick to grasp and understand issues and suggests solutions to work-related issues and situations.
- Has positive personal impact with colleagues and clients and presents professional image for the school. Can communicate clearly and very accurately both orally and in writing.
- Prioritises conflicting demands.
- Ability to work speedily, accurately and well under pressure.
- Builds trust through delivery of good quality, timely work.
- Computer literate including Google and Microsoft Office Applications.
- Takes effective control of tasks and their resourcing.
- Manages own time and completes multiple tasks/ assignments with potentially competing deadlines.

Desirable:

- Experience working within a school HR environment.
- Recruitment and interviewing experience.
- Safer Recruitment Qualified.
- Experience of database management.
- Identifies and confronts obstacles to personal and team performance.
- Pre-empts possible problems, thinks ahead.



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 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 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 by the closing date – 2nd February 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



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SCHOOL
FOUNDED 1865

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