



St Paul's School
FOUNDED 1509



St Paul's Juniors



St Paul's School

Candidate Information Pack

Archivist (Maternity Cover)
Last Updated: February 2025

“

I am delighted that St Paul's was awarded 'Independent Boys' School of the Year 2023'. The panel of judges, commended our commitment to boys' education and especially emphasised our work around character traits and values.



SALLY-ANNE HUANG
HIGH MASTER



Welcome from the High Master



Thank you for your interest in St Paul's School. Appointing the right staff is arguably the most important role of a school leader and the team 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 St Paul's – not only their expertise and professionalism but also their warmth and pupil-centred approach. I honestly believe that working at St Paul's provides a unique set of opportunities and is an exciting career move for anyone. Being High Master here is a huge privilege and I hope that you will be as excited about the school and all we do here as I am.

Sally-Anne Huang
High Master

Welcome from St Paul's Juniors



I'm delighted that you are interested in working at St Paul's School, of which St Paul's Juniors is a part. We enjoy a reputation for all-round academic, sporting, musical and creative excellence, and we make sure days at St Paul's Juniors are filled with fun and purpose.

The team at St Paul's Juniors is, quite simply, brilliant, and a joy to work with. The staff are innovative and engaging. We promote, nurture and develop the key character traits of kindness, respect, integrity, humility and resilience, and we look forward to welcoming new team members who share them.

Oliver Snowball
Head, St Paul's Juniors

Welcome to St Paul's School

St Paul's is an independent school offering an outstanding, all-round education for gifted boys aged 7 to 18 years.

We admit highly able, committed and curious boys and care for them in an academic environment tailored to their specific needs, equipping them with the skills to contribute to wider society long after they have left St Paul's. Our entry points are at 7+, 8+, 11+, 13+ and 16+ and admission is following a successful examination process and interview.

Our founder John Colet opened the doors to St Paul's School in 1509 to educate boys "from all nacions and countres indifferently", regardless of race, creed or social background. We are committed to our founder's vision and offer financial support to every boy who is successful in gaining a place at the school on academic merit and fulfils the means-tested bursary criteria. Linked to Colet's vision, we have a wide-ranging partnership programme with schools in the

maintained sector, and charity projects with which all staff are able to become involved, including within our extensive co-curricular programme.

The quality and breadth of a St Paul's education is dependent upon the quality of its staff so we recruit high quality people and look after them well. The atmosphere is relaxed, friendly, supportive and purposeful. Personal professional development for all staff is a high priority, and our pay and package is very generous by sector norms. St Paul's embraces diversity, inclusivity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, personalities and skills.

This is a particularly exciting time to join the school as over the last few years we have

refurbished the senior school site including a new astro-turf pitch, a stunning Drama Centre, featuring the Dorfman theatre, an RIBA award winning Science building and award winning General Teaching Buildings with a central Atrium, John Colet Hall and Chapel, contemporary dining, the Kayton Library and many light airy classrooms overlooking the Thames and playing fields. These modern facilities and the unique positioning of St Paul's, coupled with the structure of the school day, enable the school to offer and unparalleled array of co-curricular activities for the pupils.

We hope that working at St Paul's might be right for you. We are a thriving organisation that draws upon a wide range of different skills, qualifications, roles and responsibilities, whether teaching or other support staff.

For teaching staff, academic excellence is essential and we also look at how individuals will enhance the broader cocurricular opportunities for pupils; this makes St Paul's a great and fun place to work. We are based in Barnes, South West London, surrounded by 45 acres of green playing fields. We offer free parking for staff and are conveniently located near Hammersmith for easy public transport links to central London.

We are dedicated to ensuring the safety and welfare of our pupils and all our employees and volunteers must embrace this approach. All successful applicants will be required to undergo full safeguarding checks, including an enhanced DBS check and safeguarding training.



Meet our Staff



Tyler John
HEAD OF DIVERSITY, EQUALITY &
INCLUSION AND TEACHER OF PSHE

Tyler started his diversity and inclusion career as an Intern at King's College London, and since then, has worked in various roles across different industries. He joined St Paul's in 2022 as the Head of Diversity, Equality and Inclusion, where he is responsible for facilitating the School's journey toward becoming the most diverse and inclusive place it can be for both staff and students, prospective and current. As a queer, mixed-race, working-class person, Tyler appreciates the impact of lived experience and representation, and enjoys working with the pupils because of their open mindedness, and intellectual and emotional curiosity.



Nick Arnold
SENIOR DEPUTY AND DEPUTY
HEAD PASTORAL
ST PAUL'S JUNIORS

Nick started at St Paul's Juniors in September 2020 and leads the pastoral team, working closely with the Heads of Year and School Counsellor, as well as being the Designated Safeguarding Lead. He enjoys working with such intelligent, thoughtful and inquisitive pupils and his priority is to make sure that all the pupils at SPJ are happy, healthy and safe so they are able to enjoy fully the school and all of the excellent academic and co-curricular opportunities available.



Katie Douglass
DIRECTOR OF ENGINEERING
AND ICT

Katie joined St Paul's in 2010 as a Teacher of Product Design, having completed her teacher training qualification and an Open University degree while teaching at St Cecilia's, a secondary school in Wandsworth. In 2016, she was appointed to the role of Director of ICT and, the following year, to Director of Engineering, which was expanded to include Head of Engineering for St Paul's Juniors in 2020.



Kate Wallace
MARKETING MANAGER

Kate studied Theology at university and afterwards spent a year at dental school before making a career change. She worked in communications at an independent school in Essex, then at a cosmetics company in central London, before joining St Paul's in 2019 as Marketing & Communications Assistant. She was later promoted to Officer before stepping in as maternity cover for the Manager post. Kate enjoys the varied nature of her role and the opportunity to interact with the different groups that form the school community: staff, parents, pupils and alumni.

Meet our Staff



Iva Franjić
TEACHER OF MATHEMATICS
ST PAUL'S SCHOOL

Iva joined St Paul's in 2020 as a Teacher of Mathematics. She studied Mathematics at the University of Zagreb, Croatia, gaining a MMath, MPhil and PhD. At St Paul's, Iva teaches Maths and Further Maths and across all year groups. She enjoys having the privilege of teaching bright and ambitious students, as well as the company of her work colleagues who are also academics of the highest calibre.



Caroline Gill
DIRECTOR OF ADMISSIONS
ST PAUL'S SCHOOL

Caroline started her professional career in Sales and Marketing for AstraZeneca before re-training to be a teacher. She started her career in education at Paul's Juniors in 2006 and taught there for seven years. She then wanted to focus on teaching her degree subject of political sciences, so after a time at Dulwich College as a History and Politics teacher, she returned to St Paul's School as Head of Politics in 2015 and is now Director of Admissions.



Tom Killick
DEPUTY HEAD CO-CURRICULAR
ST PAUL'S SCHOOL

Tom joined St Paul's School in 2012 after twelve years in the City as a trader. With both parents being University academics, teaching has always been present in his family, so Tom always knew he would want to change career. Tom's first impressions of St Paul's were of energy and enthusiastic activity, scholarly colleagues and pupils who always had something interesting to say.



Becky Ryan
FACILITIES MANAGER

Becky came to St Paul's following seven years working within facilities in the property and investment banking sector. She wanted a change from working with a corporate environment and the challenge of working in a new sector. She joined St Paul's School in March 2019 as Operations Administrator and after 18 months was promoted to Facilities Manager.



Archivist (Maternity Cover)

“

...it's the people who really make SPJ. The children are 'curious, hard-working, engaging and friendly', says one mother, while the staff are remarkably professional, involved and excited to be here.

TATLER SCHOOLS GUIDE 2025
ST PAUL'S JUNIORS



Archivist (Maternity Cover)

Role Overview

DEPARTMENT:

Library

DIRECTLY RESPONSIBLE TO:

The Librarian (term time); Development Manager (School holidays)

SALARY:

Competitive + benefits

CLOSING DATE FOR APPLICATIONS:

9am Monday 3 March 2025

INTERVIEW DATE:

w/c 10 March 2025

COMMENCING:

May 2025

ROLE

The Archivist will be responsible for the preservation, administration, promotion and exploitation of our physical and digital collections.

The school's archive collection is comprehensive and covers the whole history of the school from its establishment in 1509 to the present day, comprising reports on the running and achievements of the school as well as a wealth of information on and artefacts from Paulines and their teachers.

The Old Pauline Club (OPC) archive is held within the SPS archive, and is managed by the SPS Archivist. The St Paul's Juniors archive shares the space and is overseen by the SPS Archivist.

HOURS

The post is a term- time position (34 weeks) plus and additional 4 weeks. 35 hours per week, 9.00am-5.00pm, Monday – Friday.

Other working patterns, including a job share, may be considered. Please specify details within the application form.



Archivist (Maternity Cover)

Main Duties and Responsibilities

The Archivist is responsible for preserving, managing, and promoting both physical and digital collections. This includes selecting, cataloguing, and arranging the collection, supporting teaching and learning, responding to enquiries, and promoting the collection through exhibitions and community activities. The role also supports school administration, research, and alumni engagement.

Key working relationships include the Director of Teaching and Learning, Library assistants, Marketing and External Relations teams, Old Pauline Club officers, and St Paul's Juniors Archivist.

Accession, artefacts and catalogue:

- Identify, sort and classify archive material for preservation and retention, including the arrangement of conservation services where necessary.
- Catalogue existing records and new accessions: the creation and management and maintenance of up-to-date structured finding aids, classification systems and access points on Adlib, ensuring that international descriptive standards are followed.
- Manage and develop our archival policies and procedures framework to cover the following areas:
 - Archive and collections policy
 - Access policy
 - Digitisation strategy
 - Accession register

- Work closely with the SPJ archivist, to harmonise the management of the three on-site collections.
- Appraise potential donations of material and processing and re-packaging any new additions.
- Liaise with potential donors and depositors of archive material, and encourage such donations.
- Contribute expert advice to an assessment of the current archive storage arrangements, and produce recommendations for any changes required.



Archivist (Maternity Cover)

Main Duties And Responsibilities

Academic engagement and work with the Community:

- Respond to enquiries from alumni, staff, pupils and members of the public, both in person and remotely and record these enquiries.
- Promote the Archive through exhibitions, talks and collaboration with the Kayton Library and teaching staff.
- Work with teaching staff to contribute rare book and archive content to the school curriculum.
- Engage our wider community as part of the termly St Paul's events programme put together by the External Relations team.
- Create and publicise a regular programme of exhibitions from the Archive's holdings, to bring the history of the school to life for students and visitors.
- In concert with the School Librarian, find innovative and effective ways to use a variety communications channels, including blogs and social media, to promote the collections and engage users.
- Work with students to develop their skills in archival research.
- Support research into specific items and topic areas as agreed with the Librarian and Director of External Relations/ Development Manager. Previous research projects have included work for the celebrations of our Quincentenary and of fifty years in Barnes, and for the commemoration of Paulines' in the First World War.

- Record engagement with Old Paulines and parents, and to work closely with the External Relations team on any potential funding opportunities.
- Supervise and direct the work of the library assistants where they are needed in the archive.
- Working knowledge of legislation related to archival collections (eg. GDPR, copyright and Data Protection) and an appreciation for safeguarding sensitive collections.
- Maintain all required health and safety documentation for the archives, including disaster recovery and evacuation plans.

General:

- Undertake other duties relevant to the post as may be required from time to time.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.



Archivist (Maternity Cover)

Personal Profile

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A strong degree in a relevant subject. • A postgraduate qualification in archives and records management recognised by the Archives and Records Association. 	<ul style="list-style-type: none"> • Educated to degree level.
Experience	<ul style="list-style-type: none"> • Significant experience of managing an archive, including work with digital material. 	<ul style="list-style-type: none"> • Experience of working with rare objects and art collections; • Experience of managing others; • Experience of working with sensitive materials.
Skills & Attributes	<ul style="list-style-type: none"> • Excellent IT skills and competence in automated cataloguing to modern archival standards. • Good written and oral communication skills. • The ability to plan for the future and coordinate activities, establish priorities and meet deadlines. • The capacity to work independently under own initiative, as well as part of a team. • Hard-working and enthusiastic. 	

How to Apply

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

The closing deadline for all applications is 9am Monday 3 March 2025
Interviews will take place w/c 10 March 2025.

All candidates must read our [Safer Recruitment Policy](#) and [Safeguarding Policy](#) before applying for any position within the school. All applicants are required to submit two forms in order to be considered for any post at St Paul's School:

[Application Form](#)

[Equal Opportunities Form](#)

Completed forms should be sent by email to: recruitment@stpaulsschool.org.uk
All submissions will be acknowledged by an automated email explaining next steps.

We require all candidates who are wishing to apply for any position at St Paul's Juniors or St Paul's School, whether this be a teaching or support post, to complete an application form. CV applications, or prospective applications, are not accepted.

The application form must be completed in full, including:

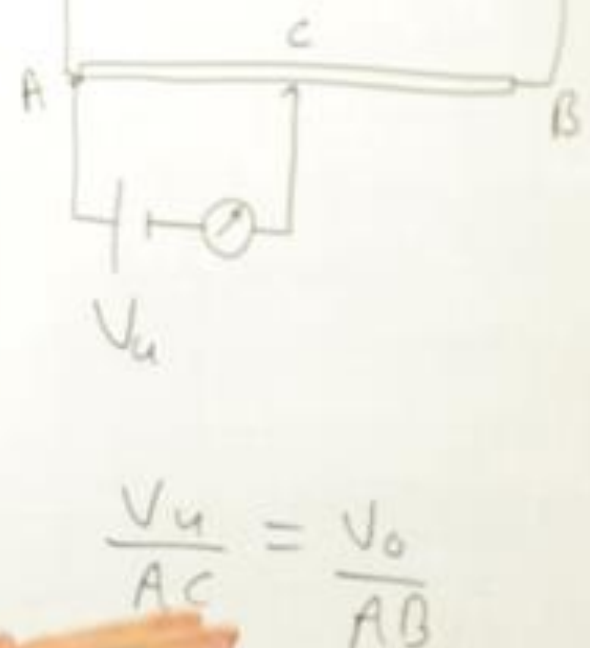
- Full education and/or employment history from the age of 16, with any
- gaps explained.
- Contact details for two referees, one of which must be from the candidate's most recent employer, and one of which must be from the most recent time the candidate worked with children (if applicable).
- For teaching posts pre-interview references are required. Please indicate on the form whether a referee may or may not be contacted prior to interview, and be prepared to offer an alternative contact if required.



“

There's a deserved recognition for scholarship at St Paul's, but our visitor noted the 'friendly and happy atmosphere that emanated at every level'

TATLER SCHOOLS GUIDE 2025
ST PAUL'S SCHOOL



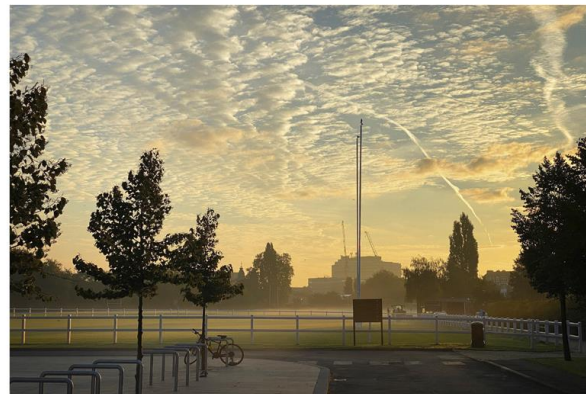
Working at St Paul's - Benefits

The relationship between staff and pupils is relaxed but purposeful and we have high expectations for both. In return, we offer excellent working conditions including superb facilities for both work and leisure. We believe that our working environment is friendly, supportive, fun and respectful. We offer a wide range of benefits to our much valued staff, including:

- **Employee Bicycle Scheme** - In view of the School's desire to reduce traffic, two schemes are available. Scheme 1: the School will supply employees with a bicycle suitable for commuting together with essential accessories, or reimburse the cost of purchase of a bike to the value of £500. Scheme 2: Green Commute Initiative (GCI) is a salary sacrifice scheme. Bike mechanics visit the site regularly to maintain the bicycles.
- **Eye Tests** - Staff may be reimbursed for costs of eye-sight tests and contributions towards glasses for VDU work under the School Health Cash Plan.
- **Facilities** - Staff will have access to excellent facilities, including a warm and friendly staff room.
- **Food and Drink** - Free daily hot lunches including vegetarian options, bistro dishes, soup and salad bar. Hot drinks and snacks are provided throughout the day.
- **Health Cash Plan** - A type of health insurance where employees can claim cash back for everyday healthcare costs such as dental, optical, chiropody, physio, prescriptions, flu jabs and more.
- **Holidays** - Support staff are entitled to 25 days of annual leave plus 8 UK Bank Holidays. After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.
- **Medical** - All staff have access to the School Doctor, Nurses, School Counsellors and Physiotherapist. The School also offers annual on-site flu vaccinations.

- **MyWellness** - offering a wide range of benefits under the Health Cash Plan to support employee physical, mental and financial health needs including My Counselling (24/7 counselling and support helpline); My GP Anytime (24/7 access to a GP); My Health Assessments and My Perks offering discounts on fashion, holidays, leisure, shopping and more.
- **Parking** - Free parking on site.
- **Pension Scheme** - All teaching staff have the choice of joining either the Teachers' Pension Scheme or a DC pension scheme. A Stakeholder pension scheme is also provided for all support staff. Both schemes provide death in service benefits.
- **Private Health** - Insurance available after a qualifying period.
- **Salary** - A generous salary package by sector norms.
- **School Fees Reduction** - After one year's service, fee remission at St Paul's and St. Paul's Junior schools (subject to competitive entry procedures).
- **Sports Facilities** - Staff may use sports facilities, including swimming pool, gym and staff changing rooms and showers at certain times.
- **Fitness classes** - Staff have a 15% discount on community fitness classes run in the Performance Centre. Currently the fitness classes include Body Pump, Circuits and Yoga.
- **Training and Development** - Extensive professional development opportunities for all staff, which for teaching staff can include gaining a PGCE whilst working with us.

(Subject to terms and conditions)



Map of the School





St Paul's Juniors

Postal Address:

St Paul's School, Lonsdale Road, London SW13 9JT

Website:

www.stpaulsschool.org.uk

St Paul's School is a charitable company, limited by guarantee, registered in England. Registered office at Lonsdale Road, London SW13 9JT. Registered Company Number 6141973. Registered Charity Number 1119619.
© St Paul's School, November 2023



St Paul's School
FOUNDED 1509