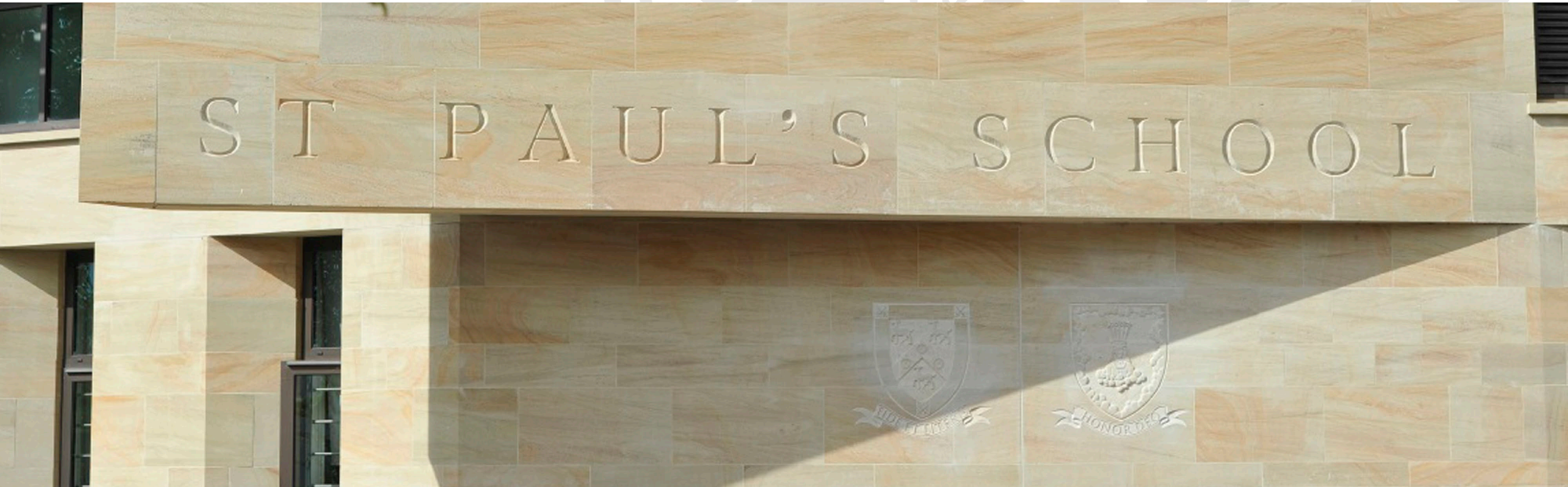




St Paul's School
FOUNDED 1509



St Paul's Prep School



St Paul's School

Candidate Information Pack

Estates Administrator
Last Updated: May 2026

“

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



Sally-Anne Huang
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.

Welcome from St Paul's Prep School



Oliver Snowball
Head, St Paul's Prep School

I'm delighted that you are interested in working at St Paul's School, of which St Paul's Prep School 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 Prep School are filled with fun and purpose.

The team at St Paul's Prep School 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.

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 nations and countries 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 an 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 PREP School

Nick started at St Paul's Prep School 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 SPPS 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

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 Prep School 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 Prep School 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.



Estates Administrator



“The school prides itself on providing a liberal education to bright, curious boys and its architecture seems to embody that: modern and light-filled with breakout rooms and a double-height library, it created a mature and intellectual atmosphere that is reminiscent of a university.’

TATLER SCHOOLS GUIDE 2025



Estates Administrator

Role Overview

DEPARTMENT:

Operations

DIRECTLY RESPONSIBLE TO:

Estates Manager

CLOSING DATE FOR APPLICATIONS:

Midnight, Tuesday 26 May 2026

INTERVIEW DATE:

Tuesday 2 June 2026

Early application is encouraged, as the School reserves the right to interview and appoint before the closing date.

COMMENCING:

ASAP

ROLE

The role of Estates Administrator at St Paul's School and St Paul's Prep is a varied and exciting role, supporting and working closely with the Head of Estates, Estates Manager and Operations team.

HOURS OF WORK

8.00am – 4.30pm, Monday – Friday, 37.5 hours per week, full time. Some flexibility in evening and weekend work may be required.

SALARY

Competitive plus benefits.

HOLIDAYS

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>). Holiday dates must be agreed in advance with the Estates Manager.



Estates Administrator

Main Duties and Responsibilities

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.

By the nature of the responsibility, the following list is not exhaustive but is a guideline as to the main requirements of the role. The primary role of the Estates Administrator is to provide administrative support to the Estates Manager and the Estates Department at large. The Administrator must be willing and flexible and be prepared to carry out reasonable tasks not necessarily covered within this job description.

Operations Administration

- Act as the Operations Departments' frontline link to the school's stakeholder community, managing their requests through the reactive helpdesk system and escalating these to the maintenance team
- To be point-of-contact for all Operations related queries and ensure that they are answered in a timely and professional manner
- Prioritise and coordinate all day-to-day repairs and maintenance activities
- On behalf of the Head of Estates, Estates Manager and Facilities Manager, instruct and

- assist site contractors providing access to areas
- Arrange skip exchanges and deliveries
- Undertake Health and Safety site inductions to all contractors
- Provide administrative support to the Operations Department in the implementation and management of maintenance strategies, policies, projects and procedures
- Provide day-to-day administrative support to the Facilities Manager, Estates Manager and Head of Estates
- Manage utilities processes, meter readings, collection recordings and vetting bills for invoicing
- Order materials and equipment and monitor deliveries and purchase invoices
- Communicate all deliveries and stock coming onto site with our security and porter teams
- Coordinate the Operations Department's invoicing process, including sorting for invoices, use of the electronic invoice system and departmental record keeping
- Manage the utilities, ordering, invoicing and payment for our off-site properties
- Prepare records and submit the department's monthly time sheets
- Ensure all time sheets are signed off timely by the Head of Estates before submitting these to our payroll teams
- Daily diary checks, arranging meetings, booking rooms and sorting catering for the Estates Management Team



Estates Administrator

Mani Duties and Responsibilities Cont.

- Cross-diary coordination for Operations Management team e.g. Termly Fire Drills, Shelter-In Alarms, Client Engagement Meetings
- Booking meeting rooms, preparing or ordering refreshments as appropriate
- Meeting minuting for cleaning and catering, monthly finance and operational meetings
- Provide occasional reception cover
- Assist with updating the Operations page of the staff handbook on the intranet
- Manage the maintenance and upkeep of the Estates van including renewing and maintaining records of Road Tax, MOT, routine service, consumables and repairs
- Attend weekly calendar meetings with the Facilities Manager to support the facilitation and actions required for all event set ups around the site, including communication to the Operations team
- Book and facilitate all planned maintenance servicing in accordance with the Master PPM Schedule
- Manage all orders for operations department, this will include credit card procurement, submitting expenses to facilitate the payment process
- Attend termly Health and Safety Committee meetings for minute taking
- Manage the teams' uniform orders and distribution
- Help prepare for routine Fire and shelter-In drills. Take on the role of a Fire Marshall during fire drills

- Support the Estates Manager in the delivery of action points from all compliance visits
- Provide additional admin support leading up to any planned or unplanned visits, audits or inspections
- Facilitate any insurance claims related to Estates and Buildings
- Actively assist the Estates Manager and Head of Estates with the Help Desk
- Proactively book all departmental trainings and subsequently maintaining records of all such trainings
- Maintain and upload records of all Snags from past projects and upload on to the respective portals

General

Any other reasonable duties as required by the line manager, the Head of Estates or other managers

Working Relationships:

The Operations Assistant has a day to day working relationship with all School Departments (Academic and Support) and is needed to co-operate fully with all members of staff



Estates Administrator

Personal Profile

	Essential	Desirable
Qualifications	N/A	<ul style="list-style-type: none"> • Qualified in health and safety, preferably IOSH or NEBOSH • Qualification in facilities management or relevant estate management role
Knowledge and Experience	<ul style="list-style-type: none"> • Working knowledge and experience of the running of a busy estates/facilities department • Sound knowledge of legislative and statutory regulations, such as Health and Safety at Work Act, Water Management legislation and CIBSE Guide M Engineering, Maintenance and Management requirements • Basic knowledge in all Microsoft programs such as word, excel and power point • Experience of streamlining/improving administrative processes, or a demonstrable willingness to improve administrative procedures. 	<ul style="list-style-type: none"> • Knowledge of database access and management • Additional administrative background in estates management or technical management
Abilities	<ul style="list-style-type: none"> • Must be practical and prepared to work outdoors on occasions • Able to use initiative and to work unsupervised • Approachable, friendly and resilient character • Confident to instruct the Estates team in the allocation and monitoring of their work as required • Willing to learn and make the job their own, ensuring that an efficient and effective service is always delivered • Highly motivated and flexible 	N/A
Skills	<ul style="list-style-type: none"> • Excellent administration and organisational skills • Excellent customer services skills 	N/A

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 midnight on Tuesday 26 May 2026.

Interviews will take place on Tuesday 2 June 2026.

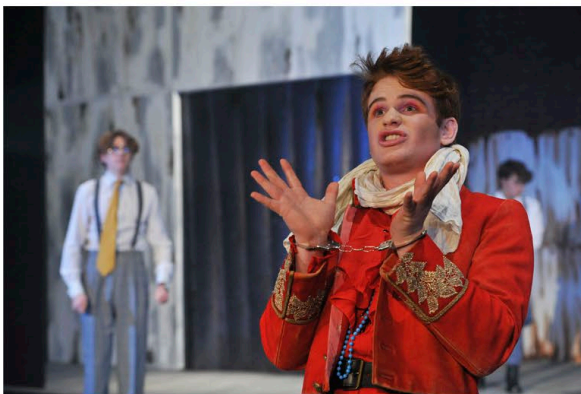
Early application is encouraged, as the School reserves the right to interview and appoint before the closing date.

All candidates must read our [Safer Recruitment Policy](#) and [Safeguarding Policy](#) before applying for any position within the school.

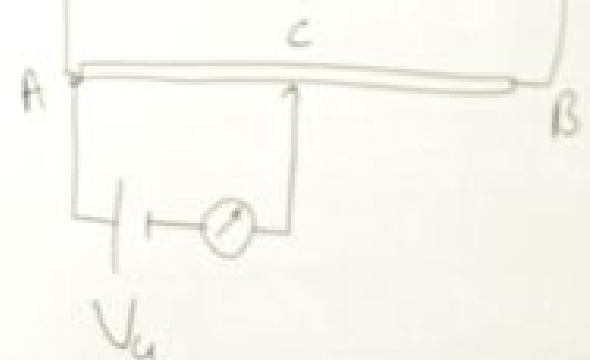
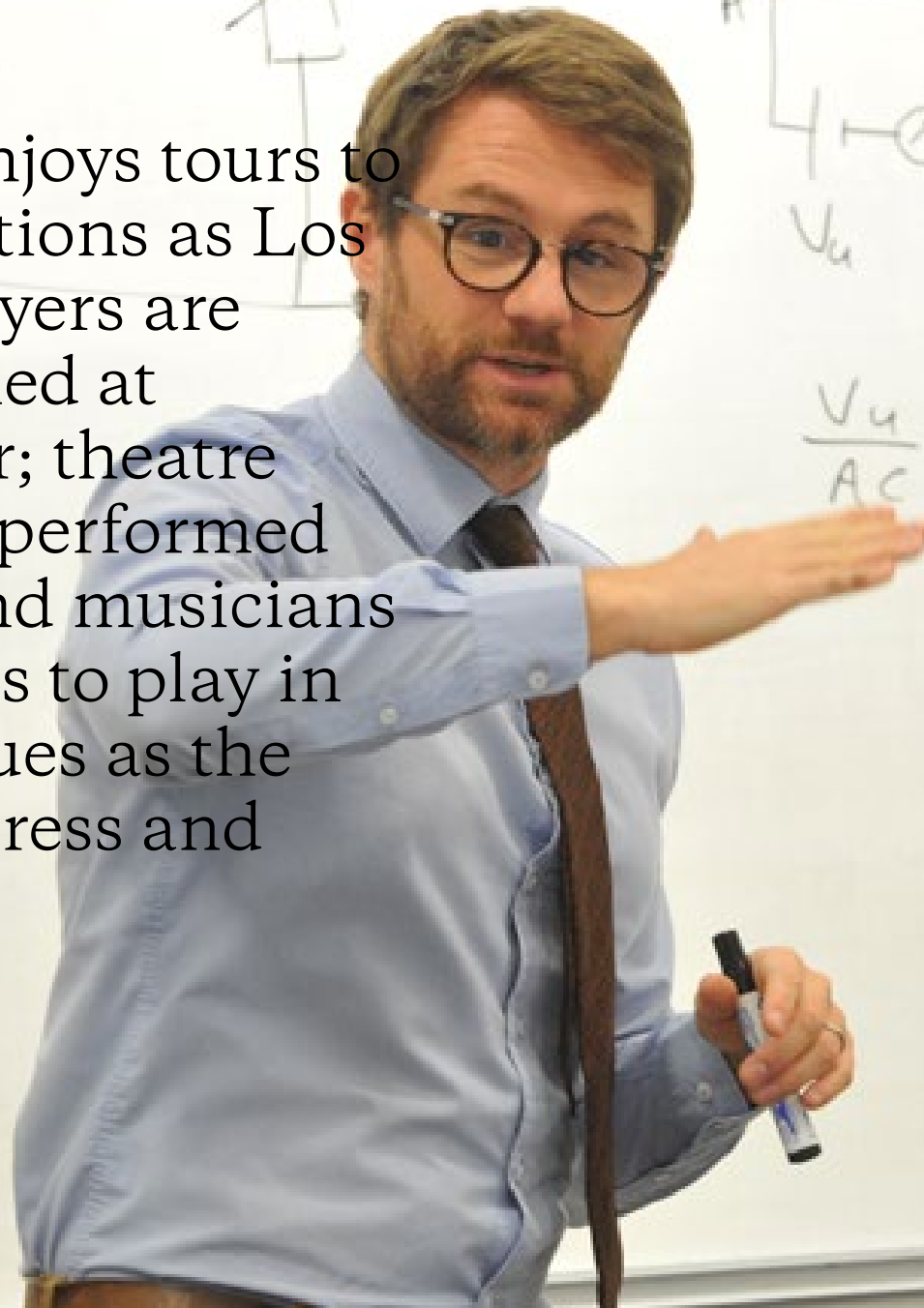
To apply for this vacancy, please follow [the link](#) and complete an online application form – hardcopy applications will not be accepted for this vacancy. If you have any queries please contact recruitment@stpaulsschool.org.uk

The online 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.



“...the football squad enjoys tours to such far-flung destinations as Los Angeles; the rugby players are piloting new rules aimed at making the game safer; theatre productions are often performed with St Paul's Girls; and musicians are given opportunities to play in such professional venues as the Dean Street Pizza Express and Chelsea's 606 Club.’



$$\frac{V_u}{AC} = \frac{V_0}{AB}$$

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 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.

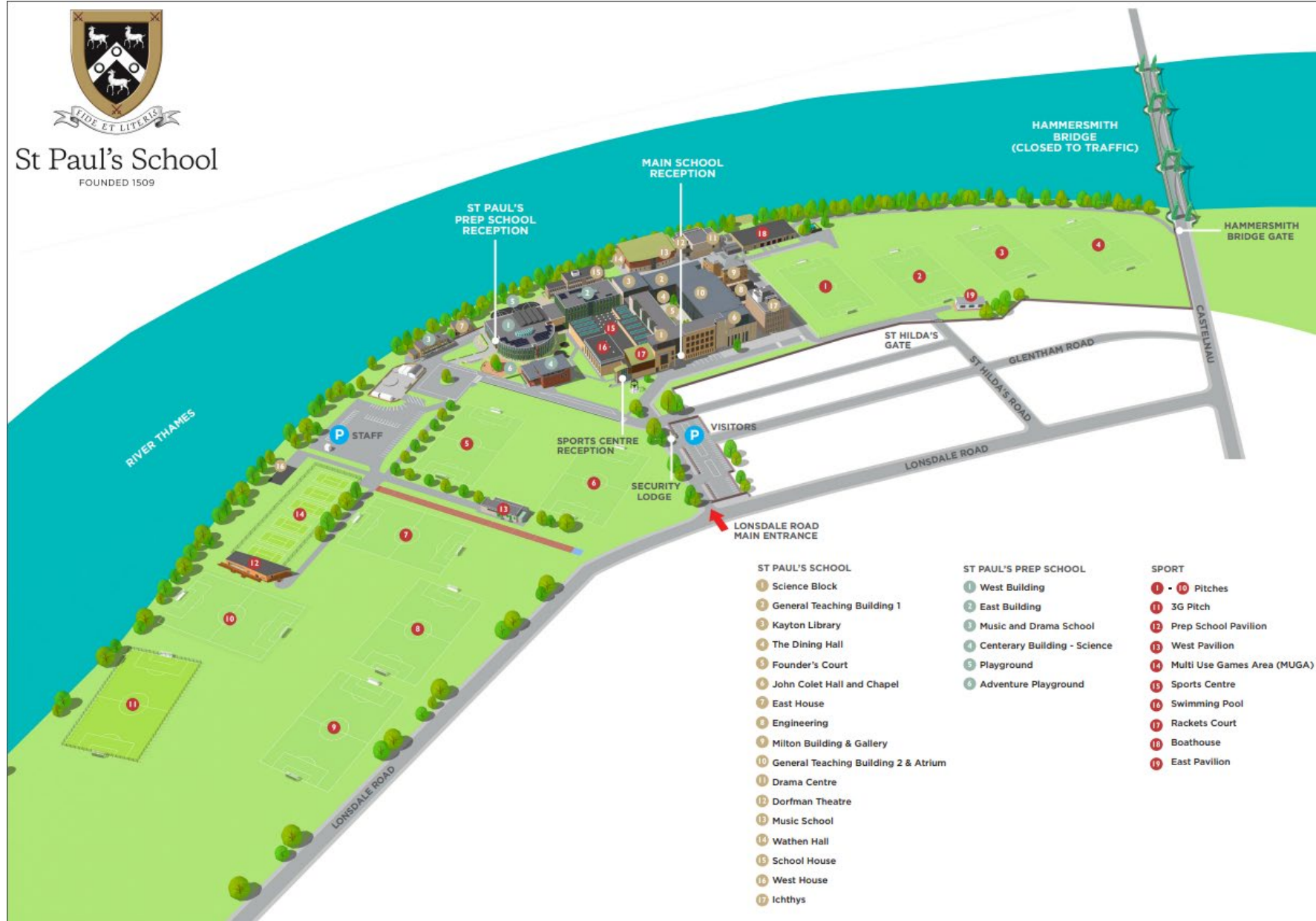
- **MyWellness** - offering a wide range of benefits under the Health Cash Plan to support employee physical, mental and financial health needs including My Counselling (24/7 counselling and support helpline); My GP Anytime (24/7 access to a GP); My Health Assessments and My Perks offering discounts 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 Prep 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 School
FOUNDED 1509

ST PAUL'S SCHOOL

- 1 Science Block
- 2 General Teaching Building 1
- 3 Kayton Library
- 4 The Dining Hall
- 5 Founder's Court
- 6 John Colet Hall and Chapel
- 7 East House
- 8 Engineering
- 9 Milton Building & Gallery
- 10 General Teaching Building 2 & Atrium
- 11 Drama Centre
- 12 Dorfman Theatre
- 13 Music School
- 14 Wathen Hall
- 15 School House
- 16 West House
- 17 Ichthys

ST PAUL'S PREP SCHOOL

- 1 West Building
- 2 East Building
- 3 Music and Drama School
- 4 Centenary Building - Science
- 5 Playground
- 6 Adventure Playground

SPORT

- 1 - 10 Pitches
- 11 3G Pitch
- 12 Prep School Pavilion
- 13 West Pavilion
- 14 Multi Use Games Area (MUGA)
- 15 Sports Centre
- 16 Swimming Pool
- 17 Rackets Court
- 18 Boathouse
- 19 East Pavilion



St Paul's Prep School

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, March 2022



St Paul's School
FOUNDED 1509