



St Paul's School
FOUNDED 1509



St Paul's Juniors



St Paul's School

Candidate Information Pack

Porter

Last Updated: February 2025

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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



Welcom e 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.

Welcom e from St Paul's Juniors



Oliver Snowball
Head, 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.

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 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 JUNIORS

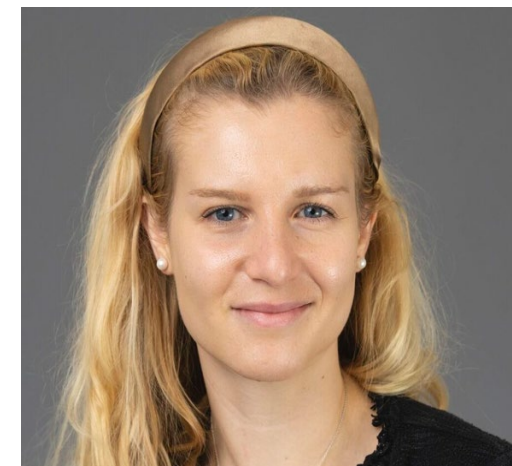
Nick started at St Paul's Juniors in September 2020 and leads the pastoral team, working closely with the Heads of Year and School Counsellor, as well as being the Designated Safeguarding Lead. He enjoys working with such intelligent, thoughtful and inquisitive pupils and his priority is to make sure 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.

Porter

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...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.

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ST PAUL'S JUNIORS



Porter

Role Overview

DIRECTLY RESPONSIBLE TO:

Facilities Manager

CLOSING DATE FOR APPLICATIONS:

Monday, 24 February 2025

INTERVIEW DATE:

W/C 3 March 2025

COMMENCING:

ASAP

ROLE

The role covers a wide range of porter duties, reception cover as well as ensuring compliance with the health and safety building regulations. The Porter will act as a custodian for St Paul's Juniors estate and will often liaise with the visitors, staff and pupils. It is critical that he/she is always professional, diplomatic and authoritative and smartly presented.

The day-to-day tasking of the Porter will be the responsibility of the Head Porter and the Facilities Manager. The general location of work is within the confines of the school.

HOURS OF WORK

- Working hours are Monday to Friday with shifts ranging from 7.00 – 16.00 and 10.00 – 19.00.
- Weekend working hours 8.00 – 15.00 required on a rotation basis with the Head Porter and SPS Porter.
- On call duty requirements 1 week a month.



Porter

Main Duties and Responsibilities

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 St Paul's Juniors Porter must be willing and flexible, prepared to carry out reasonable tasks not necessarily covered within this Job Description.

Security and emergency:

- Work the intruder and fire alarm systems at the school sites, report any defects and take action in the event of an activation.
- Work together with security team to keep out any unauthorised persons and challenge any stranger found on site and especially inside the buildings.
- Undertake out of hour on-call duties and deal with emergencies as part of the duty roster.
- Act as Fire Marshal .
- Liaise with emergency services as and when required.
- Act as a pupil supervisor outside school hours for pupils from SPJ and SPS.

Access and escorting:

- Working in tandem with the Security team, manage visitor access around the site and produce visitor badges.
- Have a working knowledge of the access control system, including producing key fobs and access cards, and access reports.
- Manage the deliveries ensuring that adequate supervision is provided at all times and deliveries are logged efficiently.
- Manage reprographics, ordering and distribution/return of keys to staff and maintain the key issue book.

Reporting:

- Report incidents to the Head Porter and record these in relevant log(s).
- Identify and report maintenance and repair jobs to the Operations department (verbally, helpdesk etc.).
- Identify and report Health and Safety near misses, accidents and hazards to the Health and Safety officer, Operations and other relevant parties.



Porter

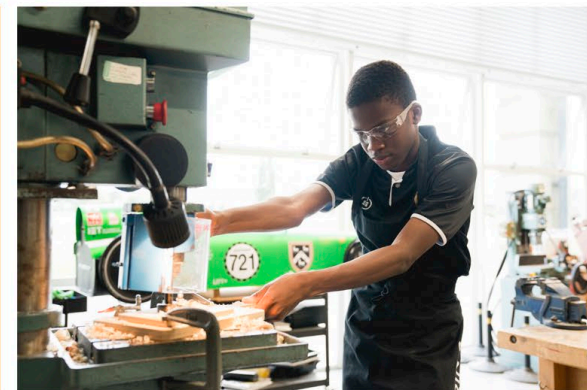
Main Duties and Responsibilities Cont.

Reprographics & stationery:

- Have a working knowledge of the photocopiers and manage the service provision, including resolving simple problems, e.g. paper jams and arranging engineer visits when necessary.
 - Undertake general reprographics duties as and when required, including binding and laminating of material, production of leaflets etc.
 - Manage supply of stationery, reprographic consumables and printing paper including ordering special stationery as directed by senior management/department heads for staff use.
 - Manage the franking machine and postal services for the school.
 - Manage the stationery and reprographics stock levels for the junior school.
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- All members of staff need to be aware of the expected standards of behaviour for pupils and to challenge pupils whose behaviour falls short of these expected standards.
 - Assist pupils with their personal effects at all times as may be reasonably expected.
 - Ensure availability of daily newspapers and magazines.
 - Manage daily distribution and collection of post to and from St Paul's Juniors.

- Maintain a property lost and found register and restore property found to its rightful owner as appropriate.
- Liaise with Site Services, Cleaning and Catering teams over specific requests as and when required.
- Provide agreed support for events and activities, including signage and escorting, fire picket duty etc.
- Undertake any other reasonable duties as directed by the Facilities Manager and Head Porter.
- Manage the cups for prize giving including collection, engraving and distribution of the cups.
- Provide cover for St Paul's Porter as and when required.

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.



Porter

Main Duties and Responsibilities Cont.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE grade C or equivalent in Maths and English. 	<ul style="list-style-type: none"> • N/A
Experience	<ul style="list-style-type: none"> • Strong customer service skills with minimum 2 years' experience in a customer service role • Experience of working under pressure and to tight deadlines 	<ul style="list-style-type: none"> • Experience in conflict management and negotiation • Experience of operating iSAMS or similar school management system
Abilities	<ul style="list-style-type: none"> • Can work flexible hours & be available for on-call duties • Be prepared to undertake relevant Health and Safety training • Able to handle a practical, manual workload 	<ul style="list-style-type: none"> • N/A
Skills	<ul style="list-style-type: none"> • Strong communications skills • Computer literate with a good command of MS Office, Adobe and web packages (Internet Explorer, Firefox) • Strong troubleshooting skills 	<ul style="list-style-type: none"> • Computer skills on excel, word and outlook

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 on Monday, 24 February 2025.
Interviews will take place during w/c 3 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](#)

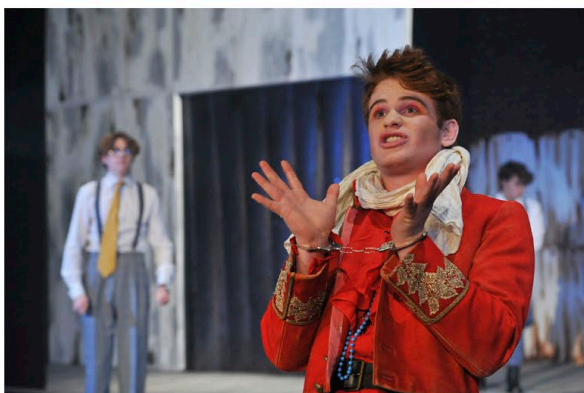
[Equal Opportunities Form](#)

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:

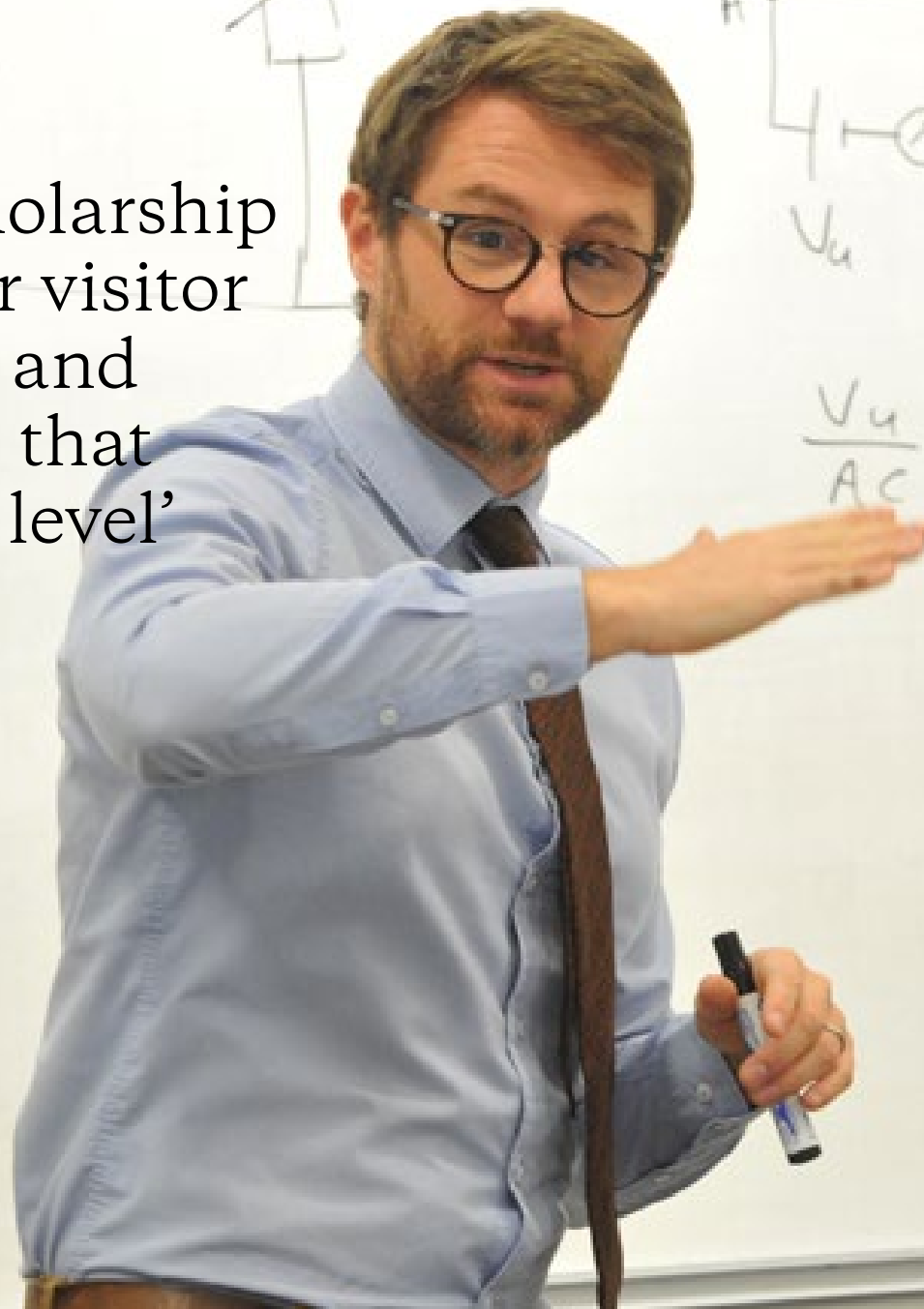
- Full education and/or employment history from the age of 16, with any gaps explained.
- Contact details for two referees, one of which must be from the candidate's most recent employer, and one of which must be from the most recent time the candidate worked with children (if applicable).
- For teaching 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.



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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'

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ST PAUL'S SCHOOL



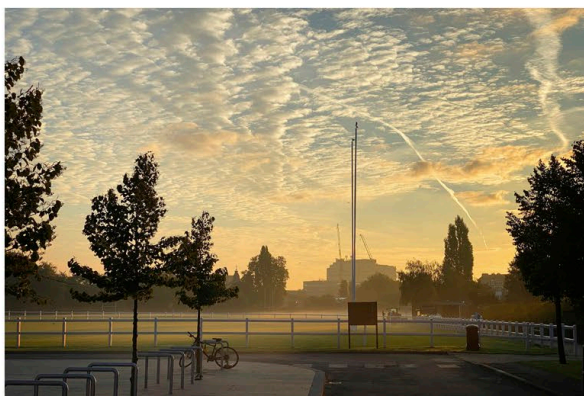
Working at St Paul's – Benefits

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)





St Paul's Juniors

Postal Address:

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

Website:

www.stpaulsschool.org.uk

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