



ST PAUL'S
GIRLS' SCHOOL

Resourcing Coordinator

**CANDIDATE
INFORMATION
PACK**

Required as soon as possible

Welcome

St Paul's Girls' School (SPGS) is an extraordinary school. While we are well known for regularly achieving some of the best GCSE and A level results in the country, what has stood out to me since joining the School in September, is its truly distinctive ethos, focused on nurturing creativity, curiosity, and a love of academic discovery.

Ours is a school full of opportunity where students are encouraged to take responsibility, to get involved and to broaden their horizons. The co-curricular programme at SPGS is wide ranging and ambitious and students are actively engaged in service to the community with numerous opportunities for local partnerships.

SPGS is a vibrant and welcoming community where individuality is celebrated, friendships flourish, and curiosity thrives. With few rules and no uniform, students enjoy the freedom to explore ideas beyond the curriculum and engage in a rich array of co-curricular opportunities. Our pastoral care nurtures empathy and leadership whilst creativity and innovation are at the heart of everything we do.

As we develop our outstanding educational provision in the coming years, I am excited to be leading a collegiate, high-performing and exciting team at SPGS. I hope that you will consider joining me in this important role for me, and for the school.

Liz Hewer, High Mistress





The School

St Paul's Girls' School is a historic and highly successful day school in west London, welcoming students aged 11 to 18. It was founded in 1904 by the Worshipful Company of Mercers as one of the first purpose-built schools for girls and was designed by the architect Gerald Horsley. It is one of the country's leading independent secondary day schools and is a lively academic community with excellent facilities for all subjects.

The education we offer is classical yet forward-looking, encouraging students to take risks, think ambitiously and play a leading role in the world beyond school. It is no coincidence, therefore, that amongst our alumnae we count leading scientists, journalists, artists and politicians. One of our earliest students was Rosalind Franklin, whose brilliant pioneering work was pivotal to the understanding of DNA.

There are 825 students on roll, coming from a wide range of feeder schools across both the state and independent sector and there is thriving sixth form of about 230 students. Entry to the school at 11+ is by competitive exams held in January and at 16+ in November, and there is heavy demand for each place. Public exam results are consistently outstanding and about 40% of all students every year move on to Oxford and Cambridge. Increasing numbers also go on to higher education at Ivy League colleges in the United States. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making SPGS a very exciting and stimulating place in which to work.



The Role of Resourcing Coordinator

Join one of the UK's leading independent schools and play a key role in attracting and supporting exceptional talent across our school's community.

We are seeking an organised, proactive and people-focused resourcing coordinator to support recruitment and onboarding activity across the school.

You'll champion Safer Recruitment principles, ensure full compliance with Keeping Children Safe in Education (KCSIE) regulations, and build strong, sustainable talent pipelines that support the school's long-term success.

Reporting to the Resourcing Manager, this is a fantastic opportunity to make a visible impact and support a high performing recruitment function.

Key Responsibilities

Recruitment Administration & Coordination

- Coordinate the end-to-end recruitment process across both teaching and support roles.
- Draft job adverts, upload vacancies to the ITrent system, school website and job boards.
- Work collaboratively with advertising agencies to promote vacancies, including roles that are hard to fill.
- Manage interview scheduling, room bookings and candidate communications.
- Support with shortlisting logistics and prepare interview materials.
- Provide recruitment support and advice to hiring managers.
- Carry out pre-employment checks in line with KCSIE requirements including DBS, references, right to work and qualification verification.
- Maintain accurate documentation and support the Resourcing Manager with SCR updates and compliance.
- Prepare for SCR audits and implement recommendations.
- Ensure all recruitment activity is compliant with KCSIE and safeguarding expectations, including agency workers, contractors and volunteers (including Parents Guild).

Systems & Data

- Maintain applicant records in the ITrent system and local files and ensure accurate, up to date data entry.
- Support with reporting, data extraction and tracking recruitment metrics.
- Assist with continuous improvement and system optimization to digitalize our ways of working.

Candidate Experience

- Act as a key point of contact for candidates, providing timely and professional communication to support a positive candidate experience.
- Maintain clear, accurate and inclusive information throughout the recruitment journey.
- Issue interview confirmations, provide guidance and respond to general queries.

Safer Recruitment & Compliance

Key Responsibilities

Onboarding & Induction Support

- Prepare offer letters, contracts and onboarding/induction packs.
- Coordinate new starter paperwork and liaise with relevant departments.
- Support hiring manager with probation processes.
- Work with payroll to ensure employee onboarding is completed.

Systems, Processes & Continuous Improvement

- Use digital tools and systems effectively to streamline recruitment processes, improve data accuracy and support the School's ambition to work in a more digital and efficient way
- Optimise use of the Applicant Tracking System (iTrent/MHR), working with IT and the MHR customer relationship manager to resolve issues and improve performance
- Actively seek feedback from candidates and hiring managers to enhance processes and user experience

Team Support & Collaboration

- Work closely with the Resourcing Manager to deliver high quality recruitment services.
- Collaborate with relevant teams to deliver new starter processes e.g. IT, Front Office, Payroll.
- Build effective working relationships with hiring managers across the school.
- Provide general HR administrative support as required.

Person Specification

We're looking for an experienced resourcing Coordinator who genuinely cares about delivering a quality recruitment experience for candidates and hiring managers across the School.

The Resourcing Coordinator provides high quality administrative and operational support to the Resourcing Manager and wider HR team, ensuring efficient, compliant and well organised recruitment processes across the school.

The role plays a key part in delivering excellent candidate experience, maintaining Safer Recruitment standards, coordinating documentation, and supporting hiring managers throughout each recruitment campaign.

Essential skills:

- Safer recruitment training (or willingness to undertake)
- Experience in Recruitment or HR administration in a fast-paced environment
- Experience using ATS systems and managing candidate communications
- Strong organizational and administrative skills
- Excellent attention to detail, especially regarding compliance documentation
- Clear and confident communication, written and verbal
- Ability to prioritise competing tasks and work to deadlines
- Proactive, reliable, and a team player
- Professional, approachable and customer focused

Desirable skills:

- CIPD Level 3 qualification
- Exposure to Safer Recruitment through education or regulated settings
- Basic understanding of employment law or safer recruitment principles.

Experience within an independent school or the wider education sector is welcomed but is not a necessary requirement.



Our Educational Ethos

The emphasis on liberal learning established by the first High Mistress, Frances Gray, finds expression today in an academically adventurous curriculum, which encourages intellectual freedom, discovery, and the joy of scholarship. In our rich and varied academic curriculum students are encouraged to explore beyond the syllabus to enrich their learning through collaborative work, interdisciplinary projects and individual research. We run several school-directed courses at GCSE level: Computer Science, Creative Technologies, Art and Design, Drama and Theatre Studies, Music, and History of Art and a bespoke programme in the Sixth Form which extends learning beyond A levels as preparation for university and the world of work. Pastoral care is excellent, and all students are placed in small tutor groups to ensure the highest standards of personal attention and development.

Creative Arts & Co-curricular

We have an excellent reputation for the creative and performing arts with students contributing to an exciting programme of musical and dramatic performances and art exhibitions. Music plays a central role. The composer of *The Planets*, Gustav Holst, was Director of Music at the school for over 30 years, and his legacy continues. Our co-curricular programme is full and varied, offering innumerable opportunities for students to develop their individual interests and skills, from debating to fencing, chess to Fem Soc. We also have an extensive supra-curriculum in subject related lectures clubs, societies, many of which are led by the students.

Sustainability

We have an active and popular society focused on sustainability, which works closely with the school to raise awareness of environmental issues and to reduce our carbon footprint, a project to which we are deeply committed.

Sports

The school is well accustomed to sporting success, with hundreds of fixtures played throughout the year and opportunities for all ages and talents. Our pitches, tennis and netball courts, sports hall and pavilion are close by, offering some of the best sporting facilities a central London school could wish for.





Equality, Diversity and Inclusion

Diversity and inclusion sit at the heart of the school. We believe passionately that it is our moral imperative to contribute to social mobility through education and to work to reduce the attainment gap, which, the EPI reported, has stopped closing for the first time in a decade. Our bursary programme currently provides financial support to 11% of students, and we are at the beginning of an exciting journey to increase that figure significantly.

Our bursary students enrich our school community beyond measure, bringing with them differing world views and lived experiences that contribute to a wonderfully diverse student body.

The Paulina Foundation

We established the Paulina Foundation, a separate entity through which fundraising for bursaries, partnerships and buildings takes place. We recently launched our 'Opening Doors' campaign with significant targets to ensure that we are able to meet our goals and make an SPGS education accessible to any student who meets the academic criteria.

Partnerships

Our partnerships programme has grown considerably in recent years. We work extensively with primary schools, secondary schools and the local community to widen educational opportunities by sharing our facilities and expertise and to provide mechanisms by which we can learn from each other.

Our staff and students are engaged in numerous projects, from our Primary Hub where students mentor primary students, to our Friday service programme, which sees our Y12 students off timetable for an afternoon a week to pursue service activities. Additionally, our collaboration with St Paul's School continues to grow, with an increasing number of opportunities for all staff to get involved.

Driving New Technologies & Futures

We are committed to providing a cutting edge, relevant and future proof education for our students. To that end, the school has invested significantly in a programme of building works and refurbishment, including The Rosalind Franklin Wing - a new Centre for Design & Innovation (CDI). The centre houses our computer science and creative technology department, alongside sculpture, art and design.

The development of new technologies will impact every career and every aspect of our lives; the creative industries are the fastest growing sector of the UK economy, accounting for 1 in 6 jobs in the UK. It is essential, therefore, that we ensure our students are fully equipped with the skills, knowledge and expertise they need to navigate a digital world with confidence and that we prepare them for the careers of tomorrow. The building houses art & sculpture studios, with a live broadcast studio, maker spaces and tech labs, and encourages interdisciplinary activities across the breadth of the curriculum, as well as creating opportunities and capacity for partnerships work.

This is an exciting period for the school as we build on the extraordinary foundations of the past to ensure that the education we provide is forward-looking and responsive to future needs.





Further Information

Terms & Conditions of the post

This role is offered on a permanent and full time (52 weeks) basis. The role is offered on 40 hours per week, 08:00 – 17:00 with one hour lunch break (unpaid). Annual leave is permitted to be taken during school holidays.

The salary is up to 38K (depending on qualifications and experience)

Successful candidates are required to complete a medical declaration and undergo an Enhanced Disclosure and Barring Services (DBS) check, and overseas check (if appropriate).

Disclosure and Barring Service (DBS) and Overseas Checks

St Paul's Girls' School is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service before we can confirm an offer on employment.

Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us, also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 3 months or more during the past 10 years, you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Safeguarding Guidelines

St Paul's Girls' School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). We expect all staff to share this commitment.

St Paul's Girls' School welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We seek to offer fair and inclusive employment policies, interview and arrangements that avoid bias and support all applicants and staff equally.

Benefits

Private Health Insurance

Available for Senior Managers and Heads of Department on appointment and for staff who have completed 5 years' service. Part-time staff receive a pro-rata entitlement. All staff, regardless of whether they are entitled to free private health insurance or not, may purchase cover for themselves, their spouses, and dependent children, taking advantage of the school's group discount.

Season Ticket Loan

Interest free season ticket loan of up to £2,000 (repayable within a year) to cover the costs of travelling to and from the school is available to all staff.

Access to School Leisure Facilities

Staff have complimentary access to the school's on-site sports facilities during specified days and times.

Bike2Work Scheme

If you cycle to work, you can save up to 42% on the cost of bicycles and/or cycle equipment with the Bike2Work scheme.

Life Assurance Scheme

Life assurance cover benefits are in place for all staff.

Employer Pension Contribution

All staff who meet the eligibility criteria and rules of the plan, are entitled to join the school's Defined Contribution Pension Scheme administered by Aviva.

School Lunch

All staff are entitled to a free school lunch if they are working on site at the time when the dining hall is open.

Employee Assistance and Counselling Service

All staff and their immediate family over the age of 18 who are living with them, have access to the school's Employee Assistance Programme. This is a free and confidential telephone-based professional advice and 24-hour counselling service. Staff can also access the school's on-site counselling service with one of our Staff Counsellors.

DSE Eye Tests

All display screen equipment users are eligible for reimbursement of their eye test fees (up to £35), an annual contribution towards prescription lenses, and a biennial contribution towards frames when their optician confirms the need for lenses specifically for DSE use.

Fee Reduction

Permanent staff can request remission of tuition fees for the St Paul's foundation schools after a year of service if their children meet the entrance criteria. Remission is applied pro-rata for those working part time.

Further Studies Funding

The school is committed to continuous professional development (CPD) of all staff. The level of support provided depends on the relevance of the further study to the staff member's job role.

The Application Process

How to apply

- Further information and the application link can be found on our website: spgs.org/vacancies
- Applications must be submitted via the online recruitment portal. We are unable to accept CVs
- Early applications are encouraged; interviews may be arranged as applications are received
- The School reserves the right to close the vacancy early if sufficient applications are received

Key Dates

- Closing date: Midnight, 1 September 2026
- Planned interviews: Interviews will be held on a rolling basis

The selection process will include a panel interview, in-tray exercise and safeguarding interview. We may conduct preliminary interviews via Teams.

Further Queries

- Should you have any queries about the role or the application process please contact us at recruiting@spgs.org quoting 'Resourcing Coordinator' in the subject line.



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