



St Paul's School  
FOUNDED 1509



St Paul's Juniors



# St Paul's School

## Candidate Information Pack

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Senior Engagement and Events Manager  
Last Updated: July 2024

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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.



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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 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 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  
AND INCLUSION

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 AND  
COMMUNICATIONS 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**  
UNDERMASTER – HEAD OF GILL HOUSE  
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.



**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.



# Senior Engagement and Events Manager

FIDE ET LITTERIS

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*This is a school that suits boys of all types: 'we love bookworms and rugby players'. All they ask is that pupils have a real enthusiasm for learning and an agile, enquiring mind.*

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TATLER SCHOOLS GUIDE 2021  
ST PAUL'S JUNIORS





# Senior Engagement and Events Manager

## Role Overview

**DIRECTLY RESPONSIBLE TO:**

Head of Engagement and Events

**DIRECTLY RESPONSIBLE FOR:**

Engagement and Events Manager

**CLOSING DATE FOR APPLICATIONS:**

Thursday 25 July, 9am

**INTERVIEW DATE:**

Monday 29 and Tuesday 30 July

**COMMENCING:**

ASAP

**ROLE:**

This role is responsible to the Head of Engagement and Events (HoEE) for delivering the events and engagement activities for the whole of the St Paul's community: pupils, Old Paulines, parents of current and/or former pupils, and staff. The post-holder will deliver on a day-to-day basis a programme of brilliantly executed opportunities, including both virtual and physical event formats, for members of this community to engage in a number of ways whether socially, professionally or philanthropically.

**HOURS:**

35 hours per week, Monday - Friday. Normally 9am to 5pm, including one hour for breaks; flexibility considered on start and end times. The team also have some flexibility to work from home during school holiday periods. The post holder will be expected to work out of hours for events, which will be remunerated by Time off In Lieu (TOIL).



# Senior Engagement and Events Manager

## Specific Areas of Responsibility

### Annual Engagement, Stewardship and Core Events Programme

- Delivery and promotion of an events programme for the whole community, including virtual events, alumni and networking events, fundraising events and large-scale school events.
- Lead on and be first point of contact for Core Events across the School.
- Work with the HoEE to develop a fresh approach to events for Old Paulines and Parents, building upon the most popular and successful and taking a different and creative approach to future events.
- Delivery of a donor and supporter care event programme (thanking and keeping supporters and potential supporters updated and informed).
- Collate the termly events brochure, coordinating the schedule, collating all submissions, coordinating with designers and ensuring delivery to budget.
- Work with the Fundraising team and HoEE to ensure that opportunities for cultivation and stewardship of donors are maximised through tailored invites, pre or post event drinks or special offers or seating.
- Ensure that all events are carefully managed with detailed event plans, budgets, briefings and marketing plans.

### Network Building

- Support in the delivery of a new and innovative global network for the Pauline community, to include Old Paulines and parents (of current and/or former pupils) who could help staff, young alumni and current pupils.
- Day-to-day delivery of St Paul's Connect (the School's online networking platform), administer the site, keep up to date with developments and work with the HoEE and Marketing Department to develop innovative and creative content.
- Day-to-day delivery of social media content to help grow young Old Pauline engagement.
- Promote among the St Paul's Community (of past and present pupils and parents) a sense of connection with and belonging to the school community through communications and events, some in conjunction with the Parents' Group and the Old Pauline Club.
- Assist in the capture of information about the parental body (of past and present pupils) and Old Paulines as a resource to support the wider aims of the department from both a professional development and philanthropic perspective.

### Parents and Alumni Events/Volunteer Management

- Support the Parents' Groups and/or Old Pauline Club (Alumni) in the delivery of their events, and work with them to think of new and creative event formats and promotional ideas to ensure high attendance at all volunteer led events.
- Lead on the day-to-day volunteer management alongside the HoEE ensuring that they feel supported and are delivering activity that fits within wider strategic aims.
- Oversee Parents' Groups and/or Old Pauline Club communications and work with them to create event-marketing plans that meet brand guidelines and feed into the wider communications strategy.

### Professional Networking and Young Alumni Programme

- Develop a high-quality Career Development Programme for both pupils and alumni including:
  - Networking: Professional events, business lectures, and other networking events to give pupils, alumni, and parents the chance to hear leaders in their fields and make useful professional contacts.
  - Career discovery, advice and training: helping to bring careers to life – through events, interviews and one-to-one meetings – for current pupils and young alumni, thus enabling them to make informed choices at an early stage in their lives.
  - University choices: engaging current pupils with recent leavers who are studying at particular universities – and with other Old Paulines and parents who currently work at certain universities in an academic or administrative capacity – so that these pupils can gain real, first-hand insights into their specific university choices.
- Develop a lively and interesting Young Alumni Programme in conjunction with the OPC to engage more fully with Old Paulines who have left the School in the past ten years. The purpose would be to enable young alumni to connect (and reconnect) with each other and with St Paul's – especially with their teachers and Tutors – thus fostering a sense of lifelong community.

# Senior Engagement and Events Manager

## Specific Areas of Responsibility

### Systems Training and Development

- Lead on and be first point of contact for staff events and staff training across the School.
- Develop literature and systems for St Paul's Staff to ensure seamless management of onsite events at St Paul's including virtual events, room set ups, capacities, layouts etc.
- Provide advice, guidance, training and support to staff running events/virtual events via email, phone, virtually and in person.

### Financial Management, Reporting and Administration

- Manage the day-to-day event finances, booking processes and database updates for your portfolio of events.
- Use the team's Project Management processes to plan, run and report on events including Project Briefs, Working Documents, Project Reports, debriefs and evaluations.
- Work closely with the Operations Manager to implement the thanking and banking process around any fundraising event.
- Support the HoEE with event administration.

### Commercial Hire Activity

- Work with the HoEE to respond to and manage leads/requests for hires.
- Maintain accurate contact details for external suppliers and lists of potential suppliers.
- Develop commercial hire marketing materials and keep an up to date list of all venue space available.

### Line Management

- Line Management of Engagement and Events Manager.
- Line Management of Interns, as required.

### Additional duties

- Work with external partners/agencies where required.
- Keep up to date with matters of compliance and sector best practice.
- Carry out any task as reasonably directed by HoEE.



# Senior Engagement and Events Manager

## Personal Profile

	Essential	Desirable
Qualifications	N/A	<ul style="list-style-type: none"> <li>Educated to degree level.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>A track record of delivering highly sophisticated events and communications programmes.</li> <li>At least 3 years' experience working in development/alumni relations or equivalent profession.</li> <li>Experience of managing budgets.</li> <li>Experience of donor care management.</li> <li>Experience of volunteer management; committees, project teams or similar.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing virtual events.</li> <li>Experience of using Zoom software.</li> <li>Not-for-profit/Schools background.</li> <li>Experience of using social media as an engagement tool.</li> </ul>
Skills & Attributes	<ul style="list-style-type: none"> <li>Hardworking, driven and flexible and good at dealing with a multi-faceted workload.</li> <li>An enthusiastic and positive attitude.</li> <li>Excellent communication skills, both written and oral.</li> <li>Highly accomplished in the area of inter-personal skills with a proven track record of building trusted relationships with a wide variety of individuals including sophisticated and diverse alumni, parents, benefactors and potential benefactors of all ages and nationalities.</li> <li>Knowledge of working with a sophisticated CRM database – preferably Raiser's Edge.</li> <li>Strong IT skills: highly proficient with Microsoft Office.</li> <li>Understanding of how social media tools can enhance the efficacy of the St Paul's community strategy</li> <li>Persuasive and able to influence a social situation using instinct, judgement and tact.</li> </ul>	

# 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 Thursday 25 July 2024. Interviews will take place on Monday 29 and Tuesday 30 July 2024.**

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](mailto: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:

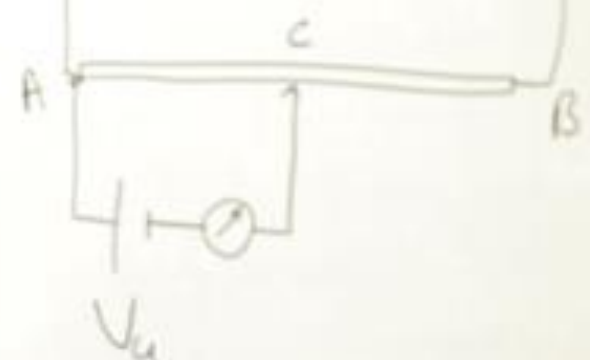
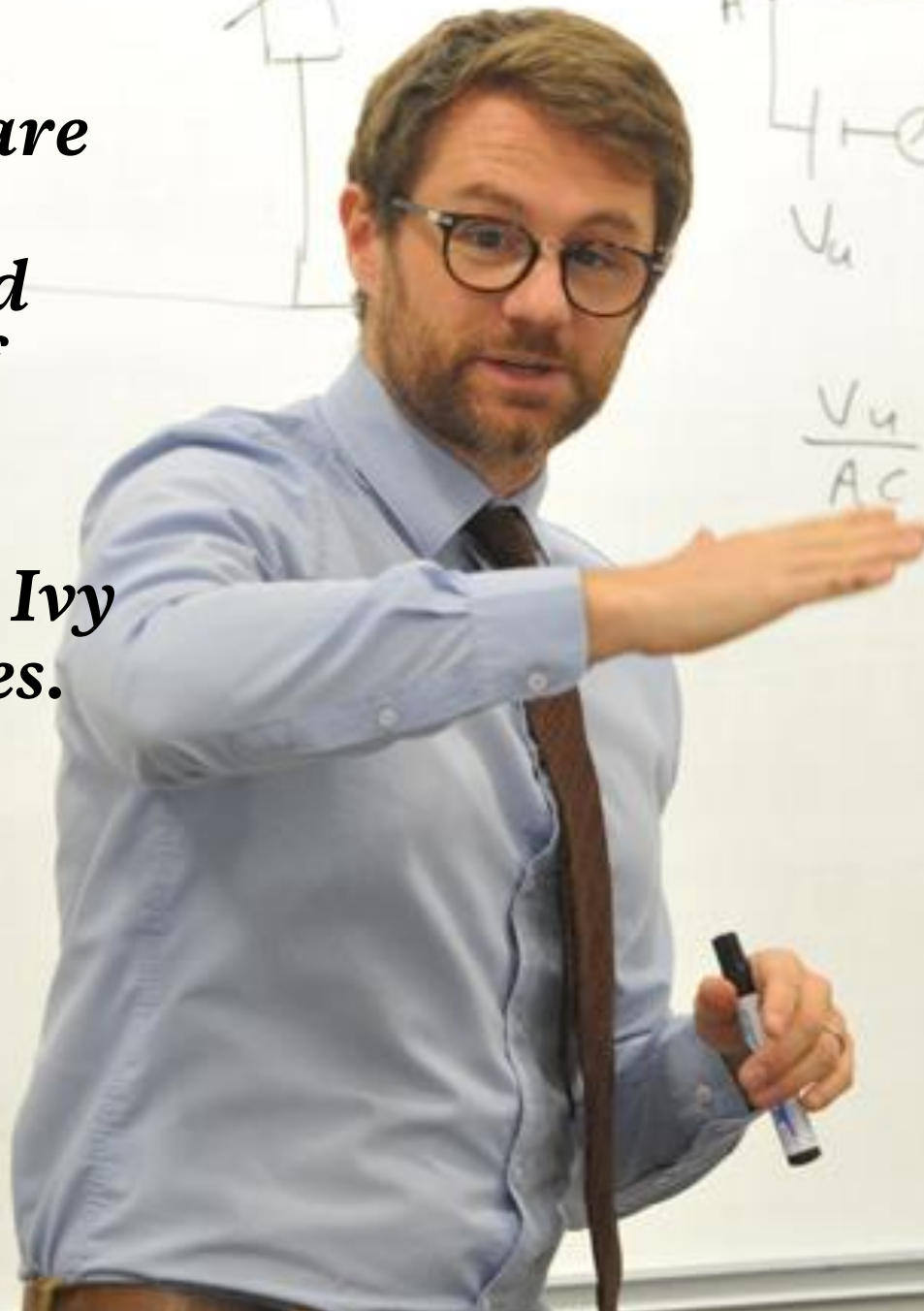
- Full education and/or employment history from the age of 16, with any gaps explained.
- Contact details for two referees, one of which must be from the candidate's most recent employer, and one of which must be from the most recent time the candidate worked with children (if applicable).
- For teaching 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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*Academic results are phenomenal: over 50% of A levels and Pre Us and 86% of GCSEs achieved A\*s with 18% of leavers heading to Ivy League universities.*

TATLER SCHOOLS GUIDE 2021  
ST PAUL'S SCHOOL



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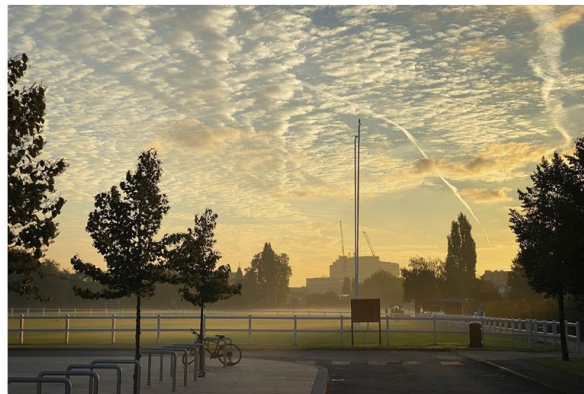
# Working at St Paul's - Benefits

**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 flu vaccinations via the School Health Cash Plan.

- **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](http://www.stpaulsschool.org.uk)

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