



ST PAUL'S
GIRLS' SCHOOL



**EVENTS MANAGER
CANDIDATE PACK**



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WELCOME FROM THE HIGH MISTRESS

St Paul's Girls' School is an extraordinary school. Not only does it regularly achieve the best GCSE and A-Level results in the country, but it has a 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. They are actively engaged in service to the community and local partnerships abound. Friendships made at St Paul's last a lifetime.

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. She once commented that 'science and everyday life should not be separated,' a maxim we fully support to this day.

The co-curricular programme at St Paul's is wide ranging and ambitious. Music plays a central role. The composer of The Planets, Gustav Holst, was Director of Music at the school for over thirty years, and his legacy continues.

Likewise, the quality of drama and art is very high indeed and we believe this is crucial to a rich education. Sport features strongly too, with an emphasis on wellbeing and teamwork. Most important of all, however, is our belief that all students should receive the kindest and most individual of pastoral care, and this feature is fundamental to our school.

SPGS remains the most dynamic, forward-looking school I have ever had the pleasure to work for and I hope that you will consider joining us.

Sarah Tetter



AN INTRODUCTION TO SPGS

St Paul's Girls' School (SPGS) is an 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 for girls aged 11 to 18 and is a lively academic community with excellent facilities for all subjects.

There are approximately 800 students on roll, coming from a wide range of feeder schools across both the state and independent sector and there is a 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 St Paul's a very exciting and stimulating place in which to work.

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.

Pastoral care is excellent, and all students are placed in small tutor groups to ensure the highest standards of personal attention and development. There is a vibrant co-curricular life and a busy programme of partnership and service activities, which demonstrate the importance of collaboration, diversity, and inclusion, and which empowers students to make a difference in the world beyond school.

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. 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 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.

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.

AN INTRODUCTION TO SPGS

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 recently 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.

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 new Primary Hub where students mentor primary students, to our Friday service programme, which sees our Year 12 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 joint activities and opportunities for all staff to get involved.

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 a new Centre for Design & Innovation (CDI), which will house our computer science and creative technology department, alongside sculpture, art, and design. The CDI is on track to open at the end of 2023. 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 will house art & sculpture studios, with a live broadcast studio, maker spaces and tech labs, and encourage 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 the education we provide is forward looking and responsive to future needs.



ROLE DESCRIPTION

SPGS is looking to appoint an enthusiastic and experienced Events Manager. This is a new role to help the school develop its busy and varied events programme.

Reporting to the Director of Development, the Events Manager will take the lead on the day-to-day planning and running of events both for the school and for its fund-raising arm, the Paulina Foundation. The successful candidate will be a hands-on and experienced professional who will be in sympathy with the ethos and values of SPGS.

This is an ideal opportunity for a proactive, enthusiastic self-starter, with a passion for creating exceptional events, to make their mark in this sector-leading school.

S/he will be an excellent communicator and relationship builder, highly organised and with an ability to manage different projects concurrently.



KEY RESPONSIBILITIES

- Manage the events programme to ensure consistently high standards, working closely with the Director of Development and other members of the senior management team
- Lead on a portfolio of events which underpin the strategic aims of the school and Paulina Foundation
- Work with stakeholders to generate compelling events marketing concepts, messaging, and outputs
- Be a proactive member of broader events teams, providing ideas and feedback beyond the marketing elements of the projects
- Provide support for events, including ticketing, the creation of hard copy and e-invites, and delivery
- Develop and enhance the events strategy based on attendance numbers and audience feedback
- Be responsible for all aspects of database management for events
- Ensure that event costs come in within the agreed budget, providing a post-event budget report as required
- Attend relevant meetings and build relationships with key internal stakeholders
- Provide guidance for colleagues for their events, both commercial and non-commercial
- Promote events on internal systems, website and via social media
- Coordinate the production of events marketing collateral, writing compelling copy and be able to edit promotional materials
- Attend events to ensure that they run smoothly
- Work closely with stakeholders to ensure follow up messaging and post event campaigns land in a timely fashion for every event as appropriate
- Manage all event supplies with regular stock-taking and ordering
- Undertake additional reasonable tasks from time to time as the Director of Development may require



PERSON SPECIFICATION

Essential

- Proven experience of working in events/hospitality as an organiser/planner in a customer focused role
- Demonstrate outstanding administrative and organisational skills with a high degree of attention to detail
- Evidence of operational event delivery and the ability to work under pressure
- Display excellent written and spoken communication skills
- Show excellent ICT skills (including the ability to use a range of relevant software packages such as Word, Excel and Outlook, and databases)
- Demonstrate excellent communication skills with the ability to liaise in a professional, friendly manner
- A flexible approach to work, in terms of both responding to changing or unforeseen circumstances and being willing to work outside regular hours as the need arises
- Present a professional appearance and a friendly approach and a recognition of the need to be an ambassador for the school

- A proven ability to identify and complete work independently, demonstrating flexibility and adaptability in meeting changing needs and priorities
- Demonstrate evidence of diplomacy, discretion, professionalism, and an ability to keep one's counsel as required.
- An understanding of, and belief in, the aims and ethos of independent education in general and SPGS in particular, and a willingness to engage fully in school life.

Desirable

- A university graduate or equivalent relevant qualification
- Experience of working within the Independent Education sector

In order to arrive at a decision, the selection panel may enhance any or all of the desirable criteria.



FURTHER INFORMATION AND HOW TO APPLY

Terms and conditions of the post

Salary is £40,000 (negotiable).

Successful candidates for posts here are required to complete a medical declaration and undergo the normal DBS checks.

Application and interview procedures

Please submit applications using the application form provided along with a full supporting statement outlining why you are applying for this role. The form will, in addition, require you to give details of your qualifications and experience and the names, addresses, telephone numbers and e-mail addresses of two professional referees, one of whom should be the Head of your present or most recent school or college (where applicable).

Applications should be submitted by Monday 30 January, 9am.

Disclosure and Barring Service (DBS) and overseas police checks

St Paul's 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 (formerly Criminal Records Bureau) before we can confirm an offer of 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 6 months or more during the past 5 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

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at St Paul's, s/he must report any concerns to our safeguarding designated teacher or to the High Mistress.

St Paul's Girls' School is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Closing date: Monday 30 January, 9am.

Interview dates: Week commencing Monday 6 February.



ST PAUL'S

GIRLS' SCHOOL

Contact us to find out more

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