



ST PAUL'S
GIRLS' SCHOOL



ADMISSIONS REGISTRAR
CANDIDATE PACK



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WELCOME FROM THE HIGH MISTRESS

St Paul's Girls' School (SPGS) 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 Fisher



AN INTRODUCTION TO SPGS

St Paul's Girls' School 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 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 empower 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 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 stages of an exciting campaign to significantly increase that figure to 20%. This hugely ambitious target will position SPGS as the leader in bursary provision in the UK amongst independent all-girls schools. We have established the Paulina Foundation, a separate CIO through which fundraising for bursaries, partnerships and buildings will take place, and we will be launching an ambitious 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 standard.

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 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 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 individual to oversee all aspects of the operation of the Admissions Department. Inspiring confidence and trust, they will operate collaboratively with a diverse group of staff, students, parents and prospective parents, line managing the Admissions Officer.

Reporting to the Director of Strategic Marketing, the Admissions Registrar will have excellent interpersonal, communication and recruitment skills. They will act as an ambassador for the school and will be a warm and welcoming service-orientated individual.

The postholder will be an excellent relationship builder, and highly organised, with an ability to manage different projects concurrently.

KEY DUTIES AND RESPONSIBILITIES

Admissions

- Working with the Admissions Review Team to develop our admissions strategy so that we:
 - diversify our applicant pool;
 - ensure that our entrance procedures, literature and tests are inclusive and accessible;
 - optimise our ability to assess potential;
- Liaising with junior schools during the admissions process and organising events at St Paul's to update them on current practice;
- Developing a detailed schedule of admissions dates for the forthcoming school year liaising, with others where necessary. Updating, commissioning and monitoring stock of admissions materials;
- Organising exam days, interviews and music scholarship audition days, co-ordinating staff as necessary;
- Managing all admissions processes in a timely manner, from responding to enquiries to preparing paperwork for and attending all decision meetings, preparing offer letters, giving parental feedback and monitoring responses to offers with a view to reaching the preferred number of students for entry into the school;
- Liaising with the Senior Deputy Head with reference to occasional places and organising exam days and interviews as appropriate.

Open events and marketing

- Work with the Senior Deputy Head, heads of department, Head of Lower School, Director of Senior School and Director of Co-Curriculum to organise open events which showcase the vibrancy and ethos of the school;
- Organise and lead group tours of the school;
- Attend all admissions related events, both internal and external;
- Work with the Senior Deputy Head, Head of Lower School and Director of Communications to ensure that St Paul's attracts the best candidates in line with our strategic objectives and that our ethos and offers are well understood amongst potential parents.

New students

- Co-ordination of new students' information;
- In conjunction with the Senior School Administrator, keep in touch with Y12 entrants, providing updates about events and obtaining their GCSE results prior to entry;
- Under the direction of the Head of Lower School, allocate new MIV (Y7) to tutor groups;
- Providing support for the Parents' Guild in their preparations for the new MIV Tea;
- Update the parent portal for incoming families and ensure the return of all the necessary pre-admission paperwork.

Administration

- Updating the admissions pages of the website, in agreement with relevant heads of department where appropriate;
- Responsibility for the admissions budget;
- Maintaining the Admissions register and pupil roll in line with inspection requirements;
- Acting as data owner for student admissions data;
- Updating and maintaining the admissions software;
- Assist with the regular review of the parent contract and other admissions policies as required;
- Providing information and reports for Governors, the High Mistress and others as necessary;
- Undertake any other reasonable task as requested by the High Mistress or a member of SMT.



PERSON SPECIFICATION

Essential

- Proven experience of working in a professional administrative role;
- Demonstrate outstanding administrative and organisational skills with a high degree of attention to detail;
- Show excellent ICT skills (including the ability to use a range of relevant software packages such as Word, Excel and Outlook, and databases);
- Provide evidence of proven experience of working to deadlines and delivering results;
- Display energy, commitment and enthusiasm necessary for the smooth running of the school's administration;
- Display excellent inter-personal and communication skills to facilitate effective communication with a wide range of stakeholders, both verbal and written;
- Show an ability to remain calm under pressure, and to show empathy when dealing with a variety of people and situations (both personally and on the telephone), with an ability to diffuse difficult situations;
- Evidence of being a good team player, capable of working positively under pressure with a flexible outlook that supports the rest of the team;
- 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, with a highly proactive, flexible and positive approach to all duties and responsibilities;
- Demonstrate evidence of diplomacy, discretion, professionalism and an ability to keep one's counsel as required.

Desirable

- A higher education relevant qualification would be desirable;
- Experience of working within a school's admissions department;
- Experience of working in a customer focussed role.

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

Working hours are 40 hours per week, Monday to Friday during term time and an additional 6 weeks during school holidays. The salary for this post is £43,500 (full time equivalent £47,521).

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

Application and interview procedures

Further information about the role and to apply can be found on our website <https://spgs.org/vacancies/>. Please submit your applications before midday on the closing date. Applications will not be considered without a covering letter, CV, and completed application form. We recommend that candidates apply as soon as possible since applications will be reviewed as they are received, and interviews arranged on a rolling basis.

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 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

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: Friday 26 January 2024, midday

Interview date: Week commencing Monday 29 January 2024



ST PAUL'S

GIRLS' SCHOOL

Contact us to find out more

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