



ST PAUL'S
GIRLS' SCHOOL



ADMISSIONS OFFICER
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 SPGS 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.

The co-curricular programme at SPGS 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 30 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 school I have ever had the pleasure to work for and I hope that you will consider joining us.

Sarah Fletcher



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 SPGS 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 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. This ambitious target will position SPGS as the leader in bursary provision in the UK amongst independent all-girls schools.

We recently established the Paulina Foundation, a separate entity through which fundraising for bursaries, partnerships and buildings takes place. In May 2024 we will be launching our new '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.

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.

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 need.



ROLE DESCRIPTION

SPGS is looking to appoint an enthusiastic individual to support the work of the Admissions Department, focusing on the recruitment and support of students to ensure that we continue to recruit bright and talented girls from all walks of life. Reporting to the Admissions Registrar, the Admissions Officer will support the day-to-day recruitment of prospective students, providing an excellent and welcoming service to both applicants and their parents. In addition, they will provide administrative support to the Admissions Registrar. The postholder will be an excellent communicator and relationship builder, highly organised and with an ability to manage different projects concurrently.

Key duties and responsibilities

- Supporting prospective and current parents in their enquiries throughout the admission process across all entry points (11+, 16+ and occasional place) with excellent first-class customer service.
 - Maintaining the admissions portal and database, MIS, and website to ensure application information is up to date.
 - Assisting the assessment and interview administration, organisation and execution and also supporting candidates and parents across all forms of communication in an accurate and timely manner.
 - Performing invigilation duties, where required, for the assessment stages across all entry points, including occasional places.
 - Liaising with internal departments in supporting scholarship application, assessment and offer processes.
 - Assisting with organisation and management of offerholders' fairs and induction events for new students and parents
 - Assisting the Admissions Registrar with the planning and management of open days, evenings, and other promotional events to attract prospective candidates whilst promoting the school with positivity and engagement.
 - Attending and representing the school at external events which may fall in and outside of school hours.
 - Supporting new students' information collection and management, in preparation for their commencement at the school.
- Building links with existing and potential feeder schools and primary schools in the promotion of the school's wealth of opportunities and bursary program.
 - Analysing trends in admissions data in relation to applications, offers and acceptances across various data factors such as bursary.
 - Supporting the Admissions Registrar in developing admissions and bursary strategies and relevant communications and events
 - Producing data analysis and reporting on admissions and bursary successes and trends.
 - Liaising and collaborating with external and internal personnel in a timely and professional manner.
 - Undertaking additional reasonable tasks as from time to time the Admissions Registrar or High Mistress may require.

Required skills

- Excellent verbal and written communication skills in a professional manner
- Extensive experience in an administrative role, preferably in admissions with proficiency in mail merge and other required tasks
- Proficient in MS Office Suite such as Outlook, Word, Excel, Powerpoint and Forms
- Experience in OpenApply, iSAMS or similar systems and data analysis
- Works with accuracy and attention to detail
- Excellent interpersonal skills and ability to work confidentially, efficiently with discreet
- Excellent time management with ability to prioritize
- Present a professional appearance and a friendly approach as an ambassador to the school
- Ability to remain calm under pressure and to show empathy when dealing with various people and situations, possibly required to diffuse difficult situations

Desirable skills

- Experience working in an independent school sector



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 4 weeks during school holidays. The salary for this post is £32,300 (full time equivalent £36,830). 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 how 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 they are responsible, or with whom they come 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, they 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 5 April, midday

Interview date: Week commencing Monday 15 April



ST PAUL'S

GIRLS' SCHOOL

Contact us to find out more

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