St Paul's School
FOUNDED 1509

St Paul's Prep School



St Paul's School
Candidate Information Pack

Engagement & Events Manager
Last Updated: November 2026



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.

WINNER
INDEPENDENT SCHOOLS OF THE YEAR 2023

SALLY-ANNE HUANG
HIGH MASTER

Welcome from the 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.

Sally-Anne Huang
High Master

Welcome from St Paul's Prep School



I'm delighted that you are interested in working at St Paul's School, of which St Paul's Prep School 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 Prep School are filled with fun and purpose.

The team at St Paul's Prep School 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.

Oliver Snowball
Head, St Paul's Prep School

St Paul's School
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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 nacions and countres 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 and 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 & INCLUSION AND TEACHER OF PSHE

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 PREP School

Nick started at St Paul's Prep School in September 2020 and leads the pastoral team, working closely with the Heads of Year and School Counsellor. He enjoys working with such intelligent, thoughtful and inquisitive pupils and his priority is to make sure that all the pupils at SPPS 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

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 Prep School in 2020.



Olly de Montfort
HR MANAGER – DEVELOPMENT & WELLBEING

Olly studied History at university before beginning his career in education, teaching for three years at a small prep school. He then took a six-month sabbatical to complete a ski season, but remained with the organisation for 18 years, ultimately becoming Director of People and Operations. Following the impact of the Covid pandemic, Olly spent three years working in the Health and Fitness industry in the City before returning to the education sector. He joined St Paul's School in January 2025 in this new role with a focus on support staff. He particularly enjoys the varied nature of his role, as well as the opportunity to work with a wide range of colleagues across the school.

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
DIRECTOR OF ADMISSIONS
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 Prep School 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 and is now Director of Admissions.



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.

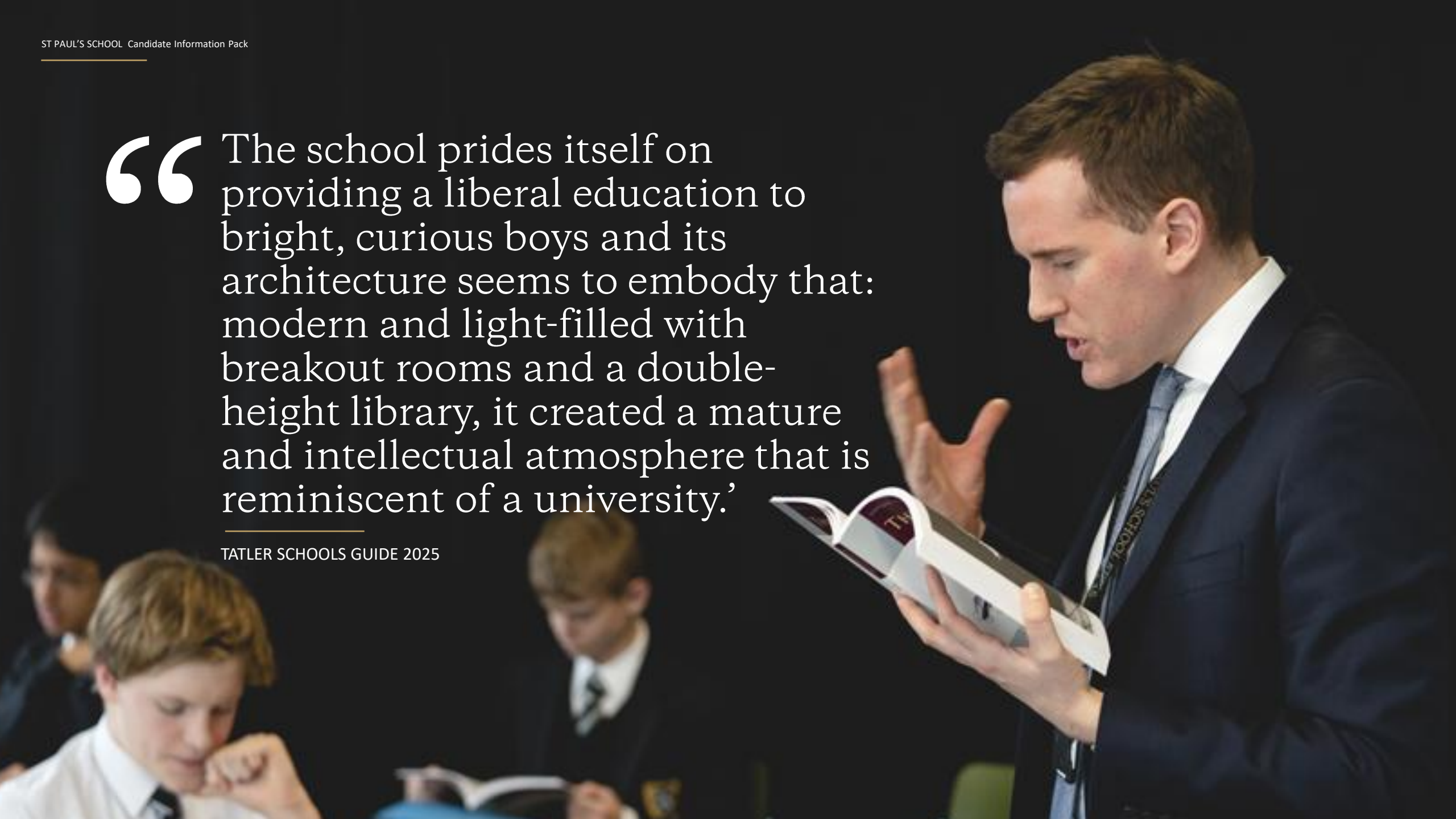


Becky Ryan
FACILITIES MANAGER

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.

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Engagement & Events Manager



> The school prides itself on providing a liberal education to bright, curious boys and its architecture seems to embody that: modern and light-filled with breakout rooms and a double-height library, it created a mature and intellectual atmosphere that is reminiscent of a university.'

TATLER SCHOOLS GUIDE 2025

St Paul's School
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Engagement & Events Manager

Role Overview

DEPARTMENT:
Development and Engagement

LINE MANAGER:
Head of Engagement and Events

CLOSING DATE FOR APPLICATIONS:
Midnight on Monday, 7 December 2026.

INTERVIEW DATE:
Interviews will take place on a rolling basis. *The school reserves the right to interview in advance of the closing date; therefore, early application is advised.*

COMMENCING:
ASAP

SALARY:
Competitive plus benefits.

HOURS:
35 hours per week, Monday – Friday. The post holder will be expected to work out of hours for events, which will be remunerated by Time off In Lieu (TOIL).

AIMS OF THE POST
Responsible for supporting on the delivery of the events and engagement activities for the whole of the St Paul's community – pupils, Old Paulines (alumni), parents of current and/or former pupils, and staff. The post-holder will support 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.

Events range from virtual event webinars, parent socials, lectures and professional career networking events to formal dinners, fundraising and stewardship events, graduation ceremonies, and prizegiving ceremonies.

HOLIDAY:
25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: http://www.stpaulsschool.org.uk/info/term-dates).

The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.






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Engagement & 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.
- Ownership, delivery and promotion of own portfolio of events as allocated by HoEE.
- Support the HOEE and Fundraising team with the delivery of a donor and supporter care event programme (thanking and keeping supporters and potential supporters updated and informed) and ensure that opportunities for cultivation and stewardship of donors are maximised.
- Ensure that all events are carefully managed with detailed event plans, budgets, briefings and marketing plans.

Volunteer Management

- Support the Parents' Groups and Old Pauline Club volunteers 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.
- Includes day-to-day volunteer management.

Marketing and communications

- Support Parents' Groups communications and work with them to create event-marketing plans that meet brand guidelines and feed into the wider communications strategy.
- Collation of content for the termly events brochure.
- Collation of termly and monthly events bulletins.
- Update website event pages, booking pages and virtual event platforms.
- Support the Engagement and Events team with the 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 Associate Director, St Paul's Community to develop innovative and creative content.
- Support the Engagement and Events team with the day-to-day delivery of events social media content to help grow engagement.
- Working alongside the wider Engagement and Events team, 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.






Engagement & Events Manager

Specific Areas of Responsibility Continued

Systems, Training and Development

- Help to 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.
- Assist in the management of rooms on the School's internal facilities booking system to ensure effective coordination between events.

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.

Other duties

- Work with external partners/suppliers/agencies where required – building strong and cost-effective relationships.
- Assist the HoEE and Engagement and Events Manager with their portfolio of events.
- Carry out any task as reasonably directed by HoEE.

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.









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Engagement & Events Manager

Personal Profile

Personal Profile

- Hardworking, driven and flexible and good at dealing with a multi-faceted workload.
- An enthusiastic and positive attitude.
- Excellent communication skills, both written and oral.
- Excellent time management, project management and prioritization skills.
- Strong IT and administration skills: highly proficient with Microsoft Office and web platforms.
- Persuasive and able to influence a social situation using instinct, judgement and tact.
- Inter-personal skills with a proven track record of building trusted relationships with a wide variety of individuals.
- The candidate must be flexible and prepared to both travel locally and nationally as necessary and work out of hours as required.

Desirable Experience

- Experience of managing a large portfolio of events with overlapping deadlines.
- Experience of managing virtual events.
- Experience of using Zoom software.
- Not-for-profit/Schools background.
- Experience of using social media as an engagement tool.
- At least 2 years' experience working in development/alumni relations/events or equivalent profession.
- Knowledge of working with a sophisticated CRM database – preferably Raiser's Edge.






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 midnight on Monday, 7 December 2026.

Interviews will take place on a rolling basis. The school reserves the right to interview in advance of the closing date; therefore, early application is advised.

All candidates must read our **Safer Recruitment Policy** **and** **Safeguarding Policy** before applying for any position within the school.

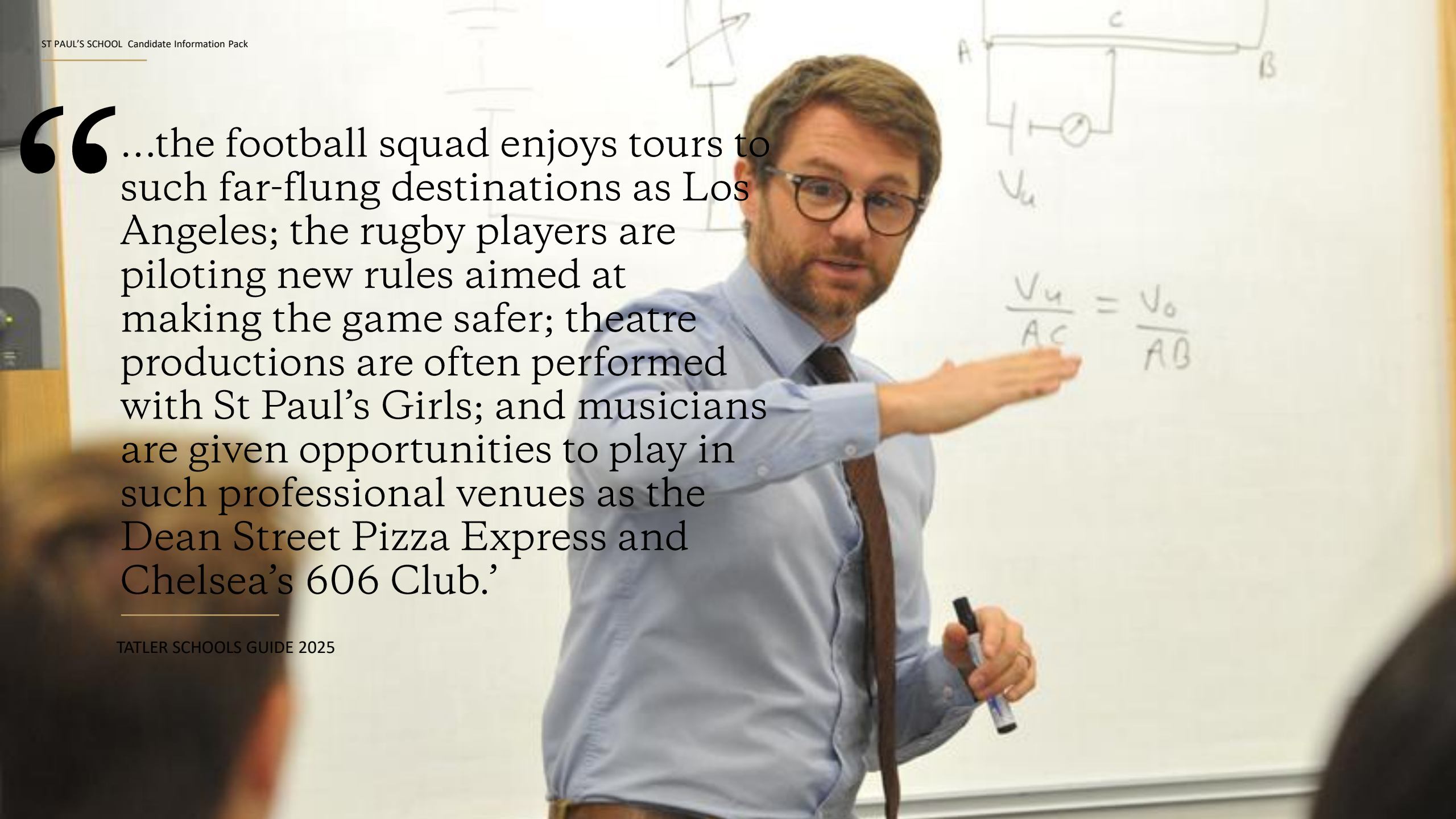
In order to apply for this vacancy, please follow the link and complete an online application form – hardcopy applications will not be accepted for this vacancy. If you have any queries please contact recruitment@stpaulsschool.org.uk

The online 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.





> '...the football squad enjoys tours to such far-flung destinations as Los Angeles; the rugby players are piloting new rules aimed at making the game safer; theatre productions are often performed with St Paul's Girls; and musicians are given opportunities to play in such professional venues as the Dean Street Pizza Express and Chelsea's 606 Club.'

TATLER SCHOOLS GUIDE 2025

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 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 on-site flu vaccinations.
- **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 Prep 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)

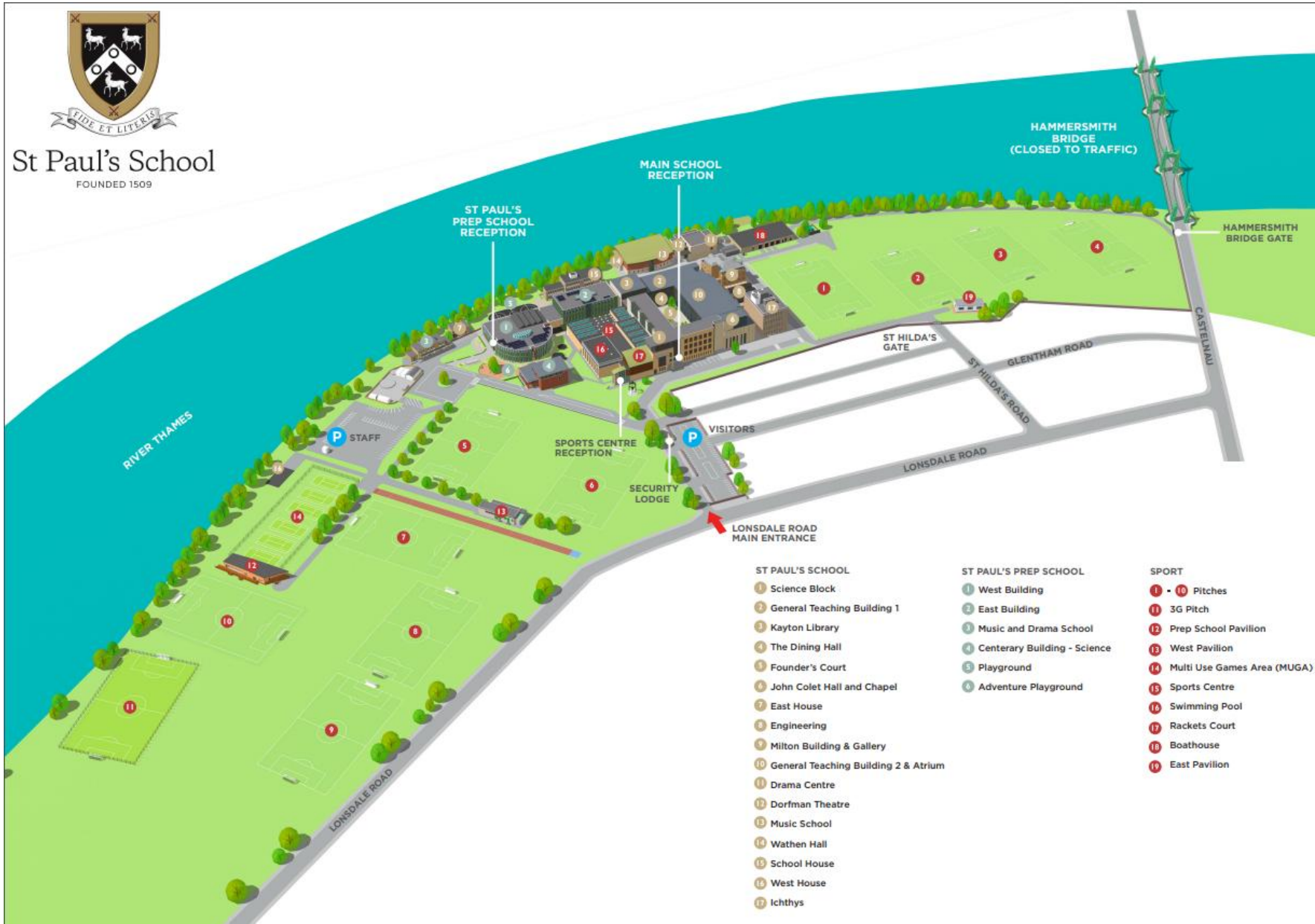








Map of the School





St Paul's Prep School

Postal Address:
St Paul's School, Lonsdale Road, London SW13 9JT

Website:
www.stpaulsschool.org.uk

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