



St Paul's School
FOUNDED 1509



St Paul's Juniors



St Paul's School

Candidate Information Pack

Security Porter
Last Updated: December 2023

“

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.



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.



St Paul's School
FOUNDED 1509

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 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 Samuel Pepys 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
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 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.



Security Porter

“

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.

TATLER SCHOOLS GUIDE 2021
ST PAUL'S JUNIORS



Security Porter

Role Overview

DEPARTMENT:

Porters' Lodge

LINE MANAGER:

Facilities Manager and Security Manager

COMMENCING:

ASAP

ROLE:

The role of a Security Porter at St Paul's School covers a wide range of duties and responsibilities including implementing and acting on emergency and safety procedures, car park management, assisting with deliveries, covering reception duties, mailroom and reprographics duties, the implementation of health and safety and other tasks. The Security Porter will often provide the first impression of the school, it is therefore critical that they are always professional, diplomatic, authoritative and dress appropriately for the role.

The day-to-day tasking of the Security Porter will be the responsibility of the Security Supervisor as directed by the Security Manager. The Security Porter's general location of work is normally within the confines of St Paul's School but on occasions, they may also be asked to attend other properties that belong to the School.

The Security Porter has a day-to-day working relationship with all School departments (teaching and support) and is required to co-operate fully with all members of staff.

SALARY:

Competitive plus benefits

HOURS OF WORK:

This is a full time, day-time only position. Working hours are shift based Monday to Sunday, average 40 hours per week. A typical shift will be 9 hours including a 1-hour unpaid break. Start times will vary from 6-11am.

Lunch is provided on site at no cost. Break/lunch times are set within the daily duties.

Occasionally flexible hours may be required for weekends and bank holidays.

HOLIDAYS:

The equivalent of 25 days per annum plus 8 Bank Holidays. 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>).



Security Porter

Main Duties and Responsibilities

By the nature of the role, the following list is not exhaustive, but is a guideline as to the main requirements of the post. The Security Porter must be willing and flexible, and prepared to carry out reasonable tasks not necessarily covered within this job description.

Safeguarding

- 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 and Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Security & Emergency

- Work together with the Porters to keep out any unauthorised individuals and to challenge any strangers found on site and especially inside the buildings.
- Be prepared to call in and work with the police/fire agencies/senior staff in emergencies and in event of discovery of unauthorised visitors to the school.
- Ensure the health and safety of pupils, staff and visitors wherever possible and act as traffic warden and fire marshal.

- Working with the porters and other relevant parties, perform routine and emergency locking of the school's facilities, assisting in crowd control.
- Patrol and inspect the interior and exterior of the school's facilities on foot. Respond promptly and safely to calls for assistance and emergency "code" calls throughout the school.
- Evict, hold, or detain persons when directed to do so by the appropriate law enforcement agency.

Reception cover

On occasion and as required Security Officers will be expected to provide reception cover. This will involve:

- Meeting and greeting visitors in line with School's Security and Safeguarding policies.
- Answering the telephone and directing and filtering calls as appropriate.
- Producing visitor badges using the reception badge system.
- Distributing and collecting keys to/from designated personnel and maintain the key issue book.



Security Porter

Main Duties and Responsibilities Continued

Car park management

- Prevent unauthorised parking and access.
- Give directions for emergency vehicles.
- Control the safety of pedestrians using zebra crossings within the area of the security cabin and entrance to the main car park.
- Give directional advice to visitors, contractors, coach drivers and taxis within the school.
- Collect, store and distribute traffic control equipment when required.

Reporting

- Report incidents to the Security Manager and record these in relevant log(s).
- Identify and report maintenance and repair jobs to the Estates department (verbally, helpdesk etc.).
- Identify and report health and safety incidents (near misses), accidents and hazards to the Security Manager /Facilities Manager and other relevant parties.

General Duties

- Assist porters with distributing and collecting post and parcels and delivering printing paper to Multifunction Devices.

- Deal with staff, pupil and visitor enquiries and requests in an efficient and timely manner.
- Effectively operate a variety of equipment including portable radios, computers, closed-circuit and access control systems.
- Provide escorts to parents, contractors, visitors and relevant others throughout the day as required.
- Provide agreed support for events and activities, including escorting etc as required.
- Undertake any other reasonable duties as directed by the Security Supervisor, SPS Receptionist and Porters.

Training

- The Security Officer maybe required to undergo training relevant to the aforementioned duties and responsibilities or related functions. Such training may be residential. The cost of the training and reasonable expenses (which must be approved in advance by the Facilities Manager) will be borne by the School.



Security Porter

Personal Profile

	Essential	Desirable
<i>Qualifications</i>		<ul style="list-style-type: none"> Valid Door Supervision SIA accredited licence First Aid at Work
<i>Experience</i>	<ul style="list-style-type: none"> Experience of working under pressure and dealing with difficult people 	<ul style="list-style-type: none"> Previous experience in a similar role Experience in negotiations Experience in conflict resolution
<i>Abilities</i>	<ul style="list-style-type: none"> Willing to learn and make the job their own in a way that ensures that an efficient and effective service is delivered at all times Able to work flexible hours including overtime, when required Be prepared to undertake relevant Health and Safety training Physically able to discharge the responsibilities required by the post Calm and resilient in high pressure situations Willing to obtain a Valid Door Supervision SIA accredited licence 	
<i>Skills</i>	<ul style="list-style-type: none"> Strong communication skills Strong customer service skills Demonstrate possession of superior attention to detail and observation skills Computer literate with basic knowledge of MS applications Strong troubleshooting skills 	
<i>Values</i>		

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 12pm Friday 26 January 2024.

Interviews will take place thereafter.

Early application is advised as the School reserves the right to interview in advance of the closing date.

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
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.



“ 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



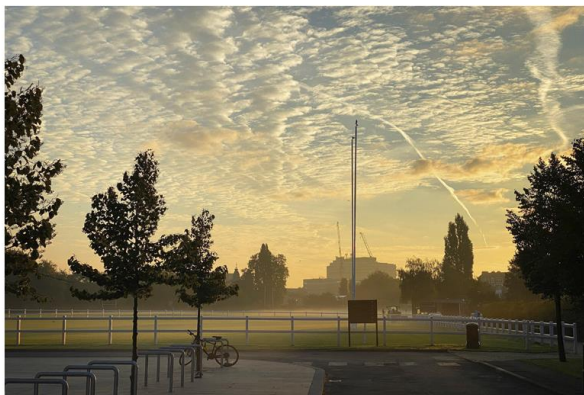
Working at St Paul's – Benefits

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, it 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. 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** - The Teachers' Pension Scheme is provided for all teaching staff and a generous Stakeholder pension scheme is 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.
- **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

St Paul's School is a charitable company, limited by guarantee, registered in England. Registered office at Lonsdale Road, London SW13 9JT. Registered Company Number 6141973. Registered Charity Number 1119619.
© St Paul's School, March 2023



St Paul's School
FOUNDED 1509