



St Paul's School  
FOUNDED 1509



St Paul's Prep School



# St Paul's School

## Candidate Information Pack

MUSIC FACILITIES ADMINISTRATOR & TECHNICIAN

Last Updated: March 2026

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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

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**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.

# Welcome

## from St Paul's Prep School

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**Oliver Snowball**  
Head, 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.

# 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 nations and countries 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 an 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, 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 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.



**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.



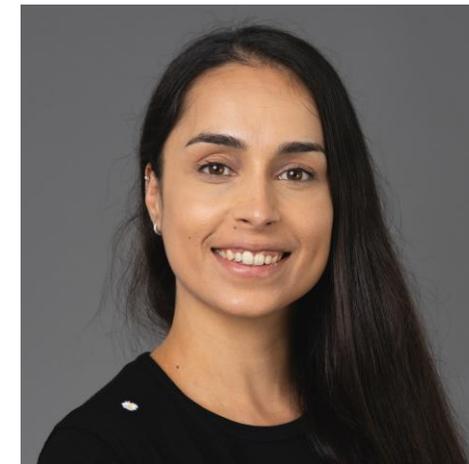
**Caroline Gill**  
DIRECTOR OF ADMISSIONS  
ST PAUL'S SCHOOL

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.



# MUSIC FACILITIES ADMINISTRATOR & TECHNICIAN

FIDE ET LITTERIS

“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



# MUSIC FACILITIES ADMINISTRATOR & TECHNICIAN

## Role Overview

**DIRECTLY RESPONSIBLE TO:**

Music School Manager

**CLOSING DATE FOR APPLICATIONS:**

Midnight, Sunday 19 April 2026

**INTERVIEW DATE:**

Monday, 27 April 2026

**COMMENCING:**

ASAP

**St Paul's School Music Department:**

St Paul's School is an Independent school for boys aged 7 to 18 years. Situated on the banks of the River Thames just south of Hammersmith, the dedicated Music School houses the Wathen Hall (a professional quality concert venue), several rehearsal rooms, four classroom spaces a music technology suite and 14 instrumental teaching and practice rooms.

The Music Departments at St Paul's School cater for musicians of all standards. As well as academic teaching and individual instrumental tuition, there is a wide range of ensemble activities – from chamber music, jazz and big bands, through to two full orchestras, wind and string-specific training orchestras, several choirs and close harmony groups. There are regular concerts and recitals, musicals and other collaborations, ABRSM and Trinity exam days and hires of the facilities to external organisations.

There are over 40 visiting music teachers (VMTs) using the facilities and over 500 instrumental lessons taking place each week.

**Summary of Role**

To provide administrative assistance and technical support to the Music School Manager on day to day activities in the Music School. This role will assist in coordinating the use of music facilities, room booking systems, use and maintenance of instruments and equipment, and upkeeping administrative systems and databases. Whilst this role is predominantly administrative, it is crucial that the successful candidate has familiarity and confidence with music tech and instrument set-up (eg. for bands, recordings and equipment maintenance), which will form a key part of the role.

Additionally, this role will provide logistical support to the Music School Manager for external commercial hires of the concert hall and music facilities, which will require ad hoc event coordination work outside of the normal working hours.



# MUSIC FACILITIES ADMINISTRATOR & TECHNICIAN

## Role Overview continued

### Hours of Work

37.5 hours per week. Monday to Friday, 9:30 – 18:00pm including one hour unpaid for breaks. The role is offered on the basis of term time plus 6 weeks during the school holidays.

The role holder may also be expected to supervise 'out of hours' concerts in the evenings and hires during the school holidays i.e., outside of their normal contracted working hours. A flexible approach to hours is therefore required. Additionally, the role-holder will be required to lift and move musical equipment, including amps, drum kits and other items as a regular part of the role.

Any additional hours required to be worked may be claimed as time off in lieu (TOIL) or overtime pay to be agreed in advance with the Music School Manager.

### Salary

Competitive plus benefits

### Holidays

Pro rata of the full time equivalent of 25 days per annum plus 8 bank holidays. As this is a term time only post, holiday pay will be incorporated into the annual salary.

<http://www.stpaulsschool.org.uk/info/term-dates>

NB: The School is normally closed for a 1-2 week period over Christmas, during which staff are not normally expected to attend work. This is non-contractual and does not affect annual leave entitlement.



# MUSIC FACILITIES ADMINISTRATOR & TECHNICIAN

## Main Duties and Responsibilities

### Music Facilities

- Responsible for upkeep and maintenance of instrumental teaching rooms and shared spaces in the Music Department, including closing of Music School each day.
- Ensuring necessary musical equipment is available and maintained.
- Assisting the Music School Manager in overseeing bookings of music facilities (including for ensembles, bands, individual practice, and other wider school events).
- Arranging for Boarder use of Music School, including communications with Boarders and Boarding House staff and ensuring safeguarding requirements are met.
- Assigning and overseeing music lockers for pupils.
- Liaising with Estates, Services and Cleaning departments to ensure co-ordination of requirements for music events and overall maintenance of the Music Department's facilities.
- Maintaining and updating external displays and posters in the School.

### Ensemble

- Preparing and administering VMT ensemble and music workshop booking letters.
- Booking rehearsal spaces and organising equipment for VMT ensembles.
- Overseeing pupil registration for ensembles via SOCS.
- Submitting VMT ensemble and workshop invoices on Concur.
- Creating and updating registers on SOCs Co-Curricular.
- Creating termly Ensemble Reports.

### Music Technical Support

- Coordinating annual inspections with external providers and liaising on upgrades, maintenance works and improvements (eg. lighting rig, PAT testing musical equipment).
- Maintaining the music tech box and ensuring all equipment is operational.
- Set-up of band rehearsal spaces in the Music School.
- Setting up PA systems for amplified gigs in School.



# MUSIC FACILITIES ADMINISTRATOR & TECHNICIAN

## Main Duties and Responsibilities continued

### Music Events

- Preparing and designing of all concert/event programmes and posters, including the ordering and display of posters on external noticeboards.
- Arranging departmental piano tunings as requested.
- Ad hoc duty management of school music events and hires during evenings/weekends as required.
- Stewarding of ABRSM exams as required (once per term).
- Leading on the coordination of Atrium Pop-up Concerts – assisting with programme, providing technical support and organising set-up.
- Preparing equipment and arranging transfer for off-site events as requested.
- Booking arrangements for guest performers, booking letters, invoices and on the day arrangements.
- Facilitating the annual Battle of the Bands Competition.
- Ad hoc lighting and sound support for music events as required.

### Hires/External Events

- Preparing and sharing commercial hire paperwork.
- Coordinating logistics for hires as required by the Music School Manager.
- Coordinating site visits for prospective hirers.
- Duty Managing and stewarding weekend and holiday hires taking place in the Music School as requested.

### Instrument Inventory, Reeds and Strings

- Maintain inventory database across music departments.
- Organising arrangements for instrument and music purchases as requested, including processing of invoices.
- Annual and ad hoc maintenance of all instruments and technical equipment, recording of maintenance and processing of invoices, involving liaison with external repairers (such as Howarths).
- Maintaining all storage areas.



# MUSIC FACILITIES ADMINISTRATOR & TECHNICIAN

## Main Duties and Responsibilities continued

- Tracking all loans of music equipment within the school.
- Managing hire of instruments to pupils, including preparation and record keeping of paperwork, insurance arrangements, charges and returns.
- Ordering, distributing and charging for reeds and strings used by pupils and the department.

### Music Office/General Administration

- Preparing and displaying master lists of department timetables/schedules.
- Placing orders for the departments as requested and processing invoices.
- Registering and recording absences of pupils attending instrumental lessons after school, 4.30pm-6pm.
- Displaying daily instrumental lesson sheets for display in the Music School.
- Administering music department termly calendars and coordinating these with Events team.
- Requesting permissions for pupil exam recordings.

*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*



# MUSIC FACILITIES ADMINISTRATOR & TECHNICIAN

## Person Specification

### Essential Skills and Qualifications

- Administrative experience, ideally in an arts and/or educational setting.
- Excellent organisation and time management skills.
- Excellent communication skills, both verbal and written.
- Excellent administrative skills.
- Strong interpersonal skills, able to foster strong working relationships with colleagues.
- Excellent attention to detail.
- Familiarity with musical equipment and instruments.
- Ability to work independently and as part of a team.
- Good time management with the ability to work under pressure and prioritise as necessary and manage multiple assignments simultaneously and autonomously.
- Able to take responsibility with a 'can do' approach.

- Strong IT skills – comfortable with Microsoft Outlook, Word, Excel, Access, Google Sheets and design programmes (or willing to take advanced training).
- Willingness to take on additional training if required.
- A keen interest in music and the music education sector.

### Desirable skills and qualifications:

- Knowledge of sound and lighting operations & music technology .
- Experience of a customer facing role.
- Musical background.



# 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 Sunday 19 April 2026**

**Interviews will take place on Monday, 27 April 2026**

All candidates must read our [Safer Recruitment Policy](#) and [Safeguarding Policy](#) before applying for any position within the school.

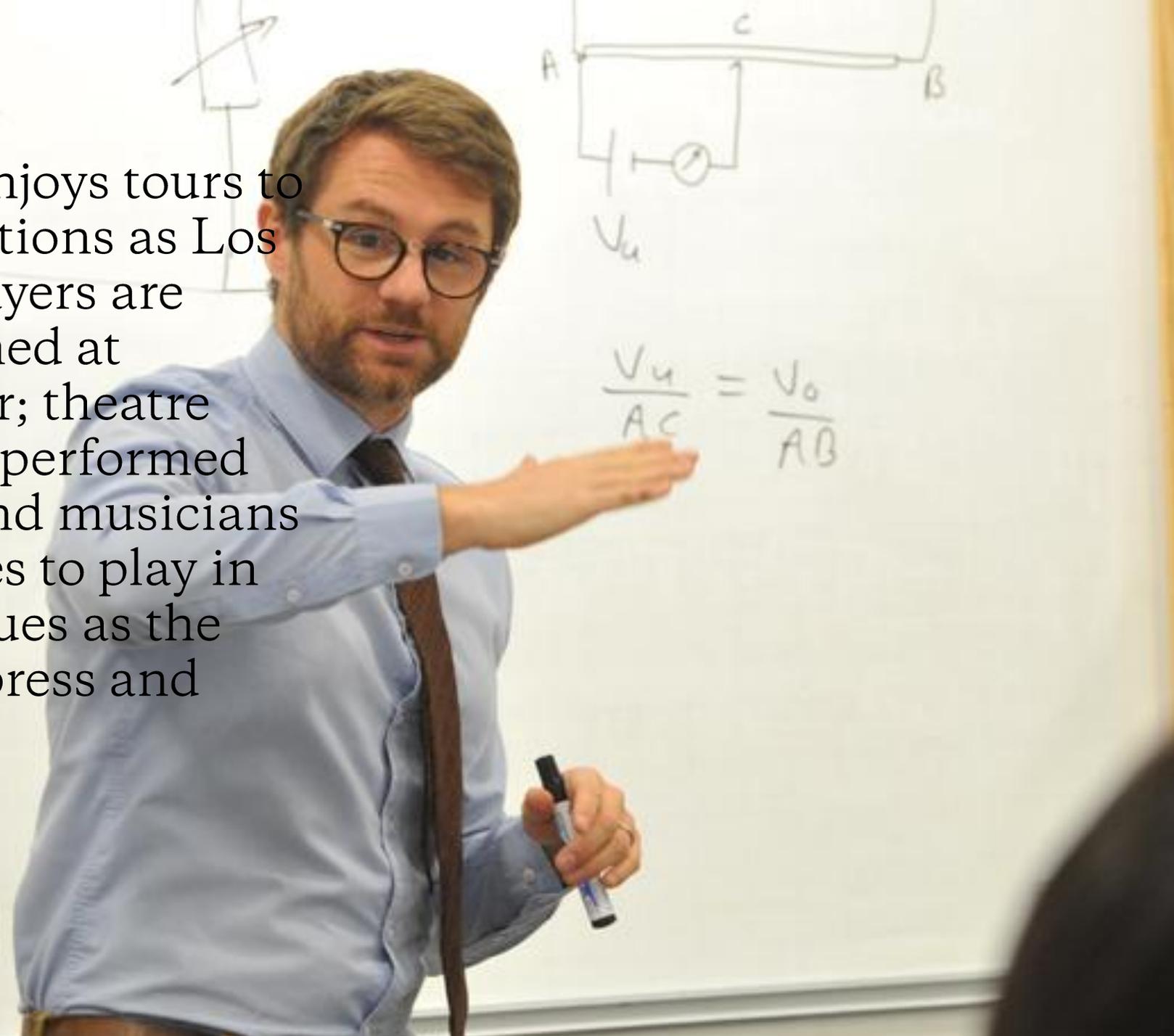
In order to apply for this vacancy, please follow [the link](#) and complete an online application form – hardcopy applications will not be accepted for this vacancy. If you have any queries please contact [recruitment@stpaulsschool.org.uk](mailto:recruitment@stpaulsschool.org.uk)

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.’



# 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](http://www.stpaulsschool.org.uk)

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