

The background of the entire page is a photograph of three young men, likely students, sitting together and engaged in conversation. They are all wearing dark grey school blazers over light blue shirts. The student on the left has dark, curly hair and is wearing a blue striped tie. The student in the middle has light brown, wavy hair and is also wearing a blue striped tie. The student on the right has dark hair and is wearing a tie with diagonal stripes in red, yellow, and grey. They are positioned in front of a large, dark wooden door with ornate panels. The lighting is warm and natural, suggesting an indoor setting with large windows.

DULWICH COLLEGE
FOUNDED 1619

Senior School Registrar

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Role Details

Job title

Senior School Registrar

Reporting to

Director of Admissions, Libraries and Archives and the Head of designated School

Period of employment

Permanent

Hours of work

8:30am - 5:00pm, Monday - Friday

37.5 hours per week , Term Time Only, plus an additional 10 days during the holidays.

Salary

£38,000 - £40,000 per annum

Main purpose of job

To assist the Director of Admissions and Head of School in the successful management and implementation of Admissions for that entry point.

The initial focus will be on 16+ admissions, including both day and boarding, with wider responsibility for supporting admissions across the Senior School.

To provide a professional service for prospective families, schools and external agents up to the point at which offers of places are accepted:

- To support and update the annual programme for the entry procedure, in consultation with the Director of Admissions and Head of School and liaising with other admissions colleagues.
- To provide information as needed to the Admissions and Communications teams for the website.



To ensure that records appropriate to the administration of the entry procedure are maintained:

- Manage the online admissions system (OpenApply) for each applicant throughout the entry process, and keep relevant data for as long as is necessary.
- Provide annual entry statistics for the Director of Admissions and Head of School and update entry information annually for reporting purposes.
- Maintain up-to-date details of schools and advise the Head of School accordingly.

To use OpenApply for admissions with confidence and work with relevant colleagues ensuring the data transferred from OpenApply to iSAMS is accurate.

Work closely with the College Admissions teams in all aspects of the College's admissions processes. This includes:

- Assist with College-wide admissions events as necessary.
- Be responsible for all post-acceptance organisation and for co-ordinating and filing all relevant information on new pupils, including but not limited to, the recording of form placements, day houses, scholarships and bursaries.
- Prepare bank account opening letters for all new boarders.
- If working on Middle or Senior School admissions:
 - answer all questions from boarders joining in September and forward information as required.
 - administer the payment of agents' commission where relevant for overseas boarders.

To support the Director of Admissions and Head of School in all aspects of the entry procedure:

- Ensure the Director of Admissions and Head of School are provided with regular admissions data.
- Be the key point of communication with parents throughout the admissions procedure to the School.
- Set up meetings between prospective parents and Head of School and if relevant, Boarding House Masters.



- Arrange for the booking of venues, requests for catering and requests for academic staff and pupil support for all events relating to the entry procedure.
- Make arrangements for the collation and processing of examination results with Heads of Department.
- Work with Head of School to deliver the examination days.
- Support alongside the Head of School with the interview procedures and provide support on interview days.
- Participate in any review of examination and interview procedures, including the provision of online examinations and interviews.
- Arrange for the preparation and sending out of examination results, in consultation with Head of School.
- Liaise with the parents and schools between the making of offers and the receiving of acceptances as appropriate.
- Maintain records of acceptances and advise Director of Admissions and Head of Upper School and the Fees Administrator accordingly.
- If relevant, liaising with the Visa department regarding the issuing of visas for new students.
- If relevant, advise the Master and Head of School as on bursaries and scholarships appropriate.

IT Skills

- Applicants will need to be conversant with MIS/CRM systems
- High level of computer literacy, Microsoft Office 365, including Teams, Sharepoint, OneDrive, Excel, Word and Outlook
- Knowledge of Open Apply (Desirable)



Application Procedure

To apply for this role please visit our [vacancies page](#).

Closing date

Thursday 27th August 2026

Interview dates

Interviews will take place on the week commencing 31st August 2026

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to the Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership for you, your partner and children under 18.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes for permanent employees.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



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