

DULWICH COLLEGE  
FOUNDED 1619

# Admissions Assistant

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 infants' 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

Admissions Assistant

## Reporting to

The Senior School Registrars

## Period of employment

This is a fixed term role for 1 year

## Hours of work

- Michaelmas term - 5 days per week
- Lent term - 4 days per week
- Summer term - 2 days per week

This is a term-time role, including INSET days and 5 additional days in the College holidays. The role holder will be expected to attend a limited, but necessary number of evening and Saturday events

## Salary

Pro rata of £30,500 - £32,500 per annum  
(57.83% equates to £17,638 - £18,794 per annum)

## Overview of Admissions

The College welcomes new pupils at different stages of their education journey. Each entry point has its own dedicated Registrar, who provides an end-to-end service from initial point of query to acceptance.

Year 7 (11+), Year 9 (13+) and Year 10 (14+) entry points are supported by two dedicated Registrars, and an Admissions Executive. The Admissions Assistant will join this team, to assist with the successful management and administration of admissions.

A significant proportion of the job involves the recording and management of pupil data, using Open Apply to confidently manage registration data and check data for accuracy and completeness.



## Main duties and responsibilities

- To provide a welcoming, efficient service to prospective parents and pupils
- Respond professionally and in a timely manner to all incoming enquiries, offering guidance and support to parents through the admissions process
- Manage registration data and maintain accuracy and completeness
- Prepare data for migration of student records from Open Apply to iSAMS, the College's school management system
- Support school tours, open days, entrance assessment and interviews as and when directed
- Liaise with key contacts throughout the College during the interview process, as and when directed
- Keep abreast of the UKVI updates and procedures to support pupil visa enquiries as and when required
- Work within the College policies, particularly safeguarding, GDPR and the College's admission policy
- Undertake any other tasks reasonably requested of the role holder



## Person Specification

### Essential Requirements

- Excellent administrative and organisational skills
- Absolute discretion and confidentiality
- Strong, professional written and verbal communication
- High level of attention to detail and accuracy
- Remain calm during busy periods
- Excellent time management skills with ability to prioritise work, meet deadlines and plan ahead
- An active participant and team player
- High level of computer literacy, Microsoft Office 365, including Teams, SharePoint, OneDrive, Excel, Word and Outlook

### Desirable Personal Qualities:

- Experience of Independent School admissions
- Familiarity with school MIS/CRM systems (iSAMS is an advantage)
- Experience of Open Apply (although training will be given to the successful candidate)



## Application Procedure

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

### Closing date

Monday 1 June 2026

### Interview dates

Interviews will take place onsite on **Monday 8 June 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

- Contributory pension.
- Lunches – Free lunch in the dining hall or to take-away.
- 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 membership for you, your partner and children under 18 (terms and conditions apply)
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

## Protection when you need it

- Life insurance – Included with all pension schemes.
- 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](mailto:joinourteam@dulwich.org.uk)



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