

Information for Candidates

Site Officer





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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 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 boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website www.dulwich.org.uk



Vision, Values and EDI

Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

Values

Our values are purpose, kindness and joy and through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



Katy Millis
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Alejandro Piorno Lopez
Teaching Assistant

I graduated from Salamanca University with an Early Years and Primary degree. I moved from Zamora in the northwest of Spain to London where I have been working in education for the last 6 years. I am currently in my second year at DUCKS. I am a very active, enthusiastic and creative person and very much enjoy working within my team, paying attention to the children's needs and interests and offering them opportunities to develop their potential. The large Forest School provision is a huge asset to the environment and to the children at DUCKS. I have recently been given the opportunity to complete my Forest School training and have qualified as an additional Forest School Leader at DUCKS. In addition to this I have taken part in Children's Illustration workshops with the artist and writer, Marta Altés, author of many children's books such as 'Avery'. This has been a very enjoyable experience and has inspired me to one day write and illustrate my own children's storybook.



Jo Foster
Upper School Registrar

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



Alice Gardiner
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.



The role

Working as part of a busy team the site officer performs a range of services in support of activities and events occurring at the College, whether put on by College teaching or operational departments, Dulwich College Enterprises or other third parties. One of the key roles of the Site Officers is to take pride in the buildings of the College and to ensure they are in the best possible condition for use by the College community.

85+

clubs and societies
representing enthusiasm,
innovation and diversity

150+

visiting speakers at the
College every year

200

pupils at Dulwich have free
or subsidised places

“Pupils of all ages develop excellent knowledge, understanding and skills benefitting from well-structured, engaging lessons”

ISI Report, Nov 2021

“We encourage the boys to question everything, to be as empathetic as possible and strive for excellence in everything they do.”

Sameer Tanna,
Head of Middle School



Job description

Job Title

Site Officer

Reporting to

Site Officer Team Leader/Security Manager

Period of employment

Permanent

Hours of work

Monday to Friday, 07:30 – 16:30. Occasionally required to work on a roster basis with other Site Officers, which may include weekends, afternoons, and overnight shifts. Flexibility in both duties and working hours is essential to meet the operational needs of the school.

Salary

£15.00 per hour for all hours worked including bank holidays, weekends etc. The rate is annualised and paid in twelve equal monthly instalments.

Probation Period

6 months, with an interim review after 3 months at which times the position will be reviewed. In case of illness during the probation period, statutory sick pay only will be applicable.



Tasks and duties

Access Control

- Monitor and control entry/exit of vehicles, staff, students, visitors, and contractors.
- Ensure authorised access is allowed onto the premises

Visitor & Delivery Management

- Greet and direct visitors courteously while enforcing school security protocols.
- Check, record, and manage deliveries and contractor equipment.
- Ensure visitors and contractors are escorted if required.

Safety & Security Monitoring

- Remain vigilant at the gate, observing suspicious behaviour or unauthorised attempts to gain access.
- Conduct routine checks of perimeter gates, fences, and barriers.
- Respond promptly to alarms, emergencies, or security breaches.

Traffic & Parking Control

- Manage vehicle flow during school drop-off and pick-up times.
- Direct parking and prevent congestion or unauthorised vehicle access.
- Ensure pedestrian and student safety around gate and crossing areas.

Student Safeguarding

- Monitor students' safe entry and exit, especially younger pupils.
- Report any safeguarding concerns immediately to designated school staff.

Communication & Reporting

- Maintain constant communication with the main security office.
- Report daily activities, incidents, or unusual occurrences in writing and verbally.
- Escalate issues (trespassing, emergencies, safety risks) to senior staff.

Emergency Support

- Act as the first response point in case of fire alarms, lockdowns, or medical emergencies.
- Assist in evacuations and guide emergency services to the correct location.

Professional Conduct

- Represent the school with professionalism and courtesy.
- Maintain a smart appearance and follow uniform standards.



- Enforce school rules firmly but politely, especially regarding visitor compliance.

Patrol the campus and carry out scheduled tasks which may include any or all of the following:

- To carry out a range of helpdesk tasks such as moving furniture, undertaking office moves, setting up meeting rooms and distributing supplies
- To report all Health & Safety and Maintenance issues immediately via the Maintenance Department Helpdesk. In the event that a hazard is identified, to provide means of protection to users of the building until the hazard is dealt with
- To carry out daily duties in a professional, competent, efficient and friendly manner
- Following a pre-arranged schedule of fire alarm call point and magnetic door lock tests recording results
- Patrol to carry out lock-up and unlocking procedures of buildings and gates and to monitor potential security issues
- To carry out visual checks on building and equipment condition across the site, reporting all findings
- Carry out regular daily checks of fire alarm call points across the college
- Act as a fire marshal when required, carrying out weekly checks accordingly
- Completion of a daily incident report log
- Regular testing of fire and intruder alarm systems

Additional Duties:

The daily duties will consist of scheduled tasks plus whatever duties are required according to the needs of the College. Flexibility is essential.

- To offer a high standard of customer service to colleagues, students, contractors and visitors to the college at all times
- To carry out any other reasonable tasks or duties requested by a Team Leader, the Security Manager, Head of Facilities or COO



- To maintain as far as possible a physical and visible presence around the buildings
- Monitoring and operation of the CCTV, intruder and fire alarm systems on campus
- Control of site access, which will include a static guard at the Dulwich Common entrance during the main hours of college arrival and departure, banksman for large vehicles on site and general traffic awareness
- To respond as trained to any alarm activation and/or security incident reporting in full afterwards
- To ensure that reports of incidents or thefts are reported to the Head of Facilities or their Deputy
- Any other duties that may reasonably be requested of the post holder

To ensure each morning that all areas of the College are fit for use including but not limited to:

- Each day to set up specific rooms, halls or spaces as required for events within or around the College. After such events, to reinstate these or set them up as directed for the next event
- Opening up classrooms and general use areas
- Checking for cleanliness, damage or breakages and that all furniture and fittings are serviceable
- Collecting rubbish and recycling from specific areas and transferring to allocated recycling/refuse area
- Checking all public areas are clean, presentable and usable by the College and its wider community
- Redistribution of lost property items
- To manage the gate, parking and traffic onsite at set times
- To deal with pupils' belongings left around the buildings according to established procedures
- To share out duties with colleagues and cover for each other if a member of the team is absent

Employee Benefits Supporting Our Operations Team

* Terms & Conditions apply
*The benefits offered aren't contractual and may occasionally be updated



Help to make your money go further

Generous pension contributions

The College matches contributions up to 10% of salary

Lunches

Join colleagues for a free lunch at the school cafeteria, or pick up and take-away if you're busy

Eat out at a discount

Sign up to a TasteCard to receive significant discounts at many high street and local restaurants, as well as coffee and pizza delivery discounts

Retail discounts

Retail discounts are available through SimplyHealth (automatic membership) and you can sign up to Costco and TasteCard membership for discounts at Costco and other high street retailers and major supermarkets

Fee remission

Receive significant discount on fees at Dulwich College, Alleyns, JAGs and DUCKS (normal admissions process applies)

A hand with your wellbeing

SimplyHealth Cash Back Scheme

A scheme that gives cash back to cover some health expenses, including dental, physio, eye exams and prescriptions

Telephone GP Support

24/7 access to online GP consultations, providing advice, diagnosis, referrals and ongoing support

EAP (Employee Assistance Programme)

A 24/7 counselling and advice helpline offering guidance on emotional, financial and relationship matters

Membership of our sports club

Free family membership at Dulwich College Sports club

Eye tests

Free tests for regular computer users and a contribution to glasses needed as a result of VDU use

Flu vaccinations

Free seasonal flu vaccinations, delivered on site

Support for your life outside Dulwich College

Increasing annual leave

All-year-round roles have 5 working weeks of holiday, rising to 6 weeks after 5 years' service

Enhanced family leave

To support your family when you welcome a new addition

A new baby perk

A cash contribution from SimplyHealth when you welcome a new baby to your family

Time off for IVF and assisted conception

Up to 5 days off to attend key appointments

Help should the unimaginable happen

Life insurance

Everybody in one of our pension schemes has life insurance automatically, should the worst happen

Accident insurance

A policy that pays benefits following an accident resulting in permanent disability or dental damage

Help with your commute

Bike to work

A tax efficient way to buy a new bike for your commute

Onsite parking

If you need to drive to work, you'll find free parking onsite

A boost to your social life

Social activities

Social activities run throughout the year ranging from Burns nights to book clubs, from a summer party to staff quizzes

Free entry to Dulwich Picture Gallery

Show your staff pass for free entry to the Picture Gallery

Discount at Dulwich Golf Club

Show your staff pass to receive the discounted 'Member's guest' rate

Discounts for private functions

Significant discounts for events are available (dependent on availability)

“Academic,
yes, but not
elitist. A
superb school
for busy boys
with inquiring
minds.”

Good Schools Guide

Application Procedure

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

Closing date

26 September 2025

Interview date

1 October 2025

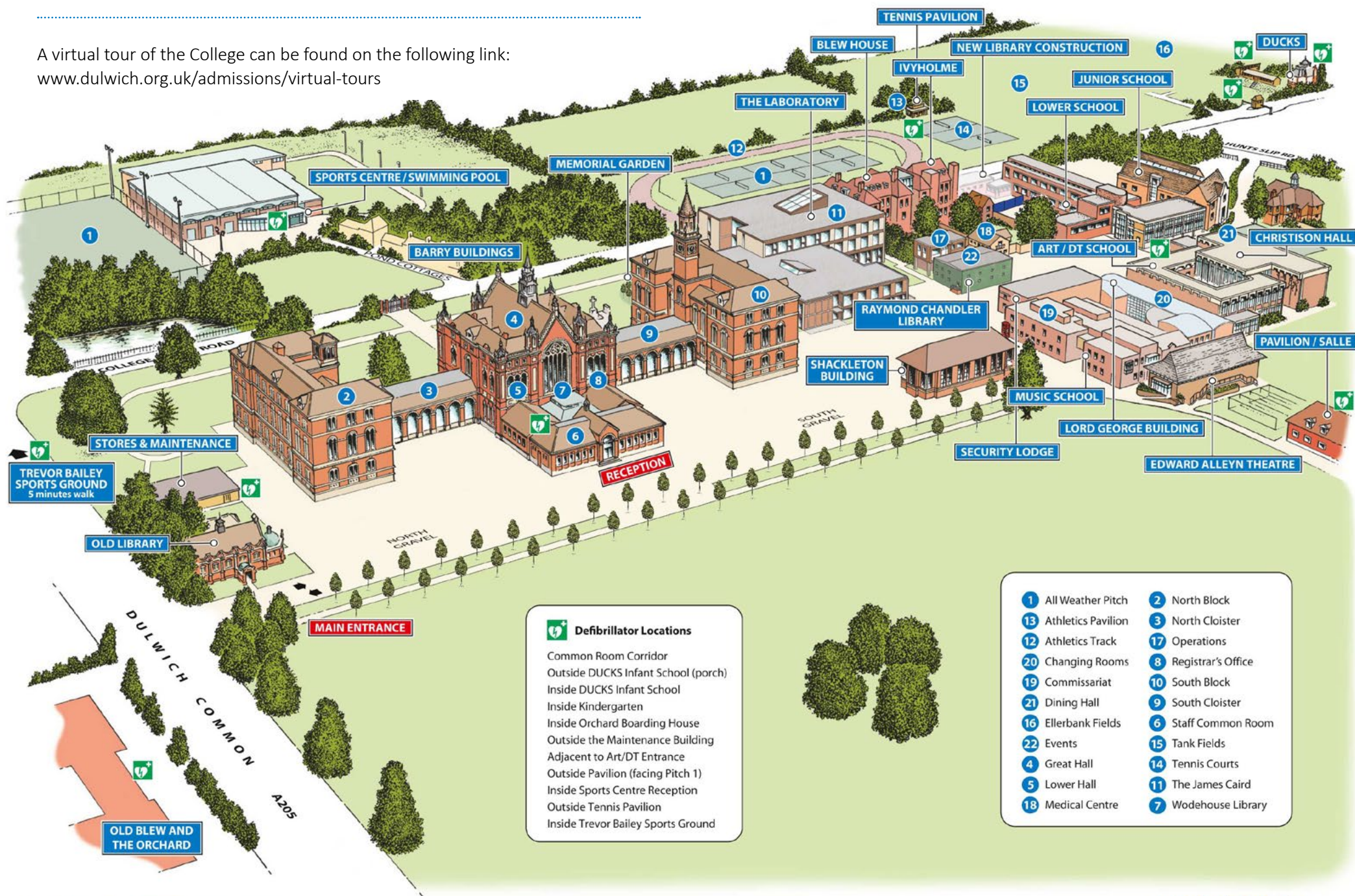
Start date

TBC

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 Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

Campus map

A virtual tour of the College can be found on the following link:
www.dulwich.org.uk/admissions/virtual-tours





DULWICH COLLEGE
Dulwich Common, London, SE21 7LD
Telephone: 020 8693 3601
Email: info@dulwich.org.uk
Web: www.dulwich.org.uk

Independent School of the Year 2022
for Contribution to Social Mobility

