

A photograph of three young boys in school uniforms (dark suits, light shirts, and blue striped ties) smiling and hugging each other. They are standing in front of a large tree trunk and some green foliage. The background is slightly blurred.

DULWICH COLLEGE  
THE JUNIOR SCHOOL

# School Secretary and Receptionist, Junior School

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.

# Job description

## Job title

School Secretary and Receptionist, Junior School

## Reporting to

Head of the Junior School

## Period of employment

From June 2026 until the end of the Summer Term 2027

## Hours of work

During term time (which includes INSET days): Monday to Friday, with usual hours of 8:00am to 2:45pm, with some flexibility depending on the needs of the School. In addition four Saturdays per year for Open Days and Assessment mornings

## Salary

Competitive, dependent on experience

## Job Purpose:

To support the Junior School through providing a secretarial, receptionist role, and administrative support and excellent customer service. Working as part of a team, the part-time secretary will liaise with the staff, boys, parents and the rest of the College.

## Application Procedure

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

## Closing date

Monday, **13 April 2026**

## Interview date

1st round interviews will take place online on Thursday, **16 April 2026**

2nd round interviews will take place on site on Wednesday, **22 April 2026**

The induction days will take place during the week beginning Monday, **18 May 2026**

## Start Date

Monday, **1 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 Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

### Tasks and duties

#### **Administrative/Secretarial Duties:**

- To provide secretarial and administrative support to the Junior School, including dealing with a wide variety of written, electronic, personal, diary and telephone enquiries.
- To act as the attendance champion, taking ownership of accurate morning and afternoon registration for Junior School pupils, supporting the SMT and safeguarding teams in this important area.
- To use a variety of IT systems and data management software to support the effective administration of the Junior School (e.g. MS Office packages).
- To ensure the accurate and clear communication of pupil attendance at after-school activities and coach travel, keeping all relevant staff fully informed.
- To provide administrative support to the Junior School Registrar.

#### **Customer Service:**

- To provide a positive, warm and professional welcome to all visitors coming into the Junior School.
- To answer all telephone calls and emails in a professional manner and relay accurate and timely messages from the caller, answering queries where possible.
- To liaise with pupils, parents, staff, senior staff, Governors and high-profile visitors.



#### **Other Main Duties:**

- To uphold and promote the reputation and values of the Junior School and the College at all times.
- To keep the Junior School Reception neat and tidy at all times.
- To support the Junior School SMT and Registrar with all prospective parents' tours and admissions events.
- To act as a first aider for any person requiring immediate assistance. Training will be provided. There is a fully staffed Medical Centre on site.
- To attend all major Junior School events (e.g. Open Morning, Speech Day and Entrance Assessments) which will include up to four Saturdays in the year.
- To undertake any other duties that may be reasonably requested of the post-holder, as directed by the Head of the Junior School.
- To work as part of the office team to ensure that the office is continuously staffed throughout the day from 8am until 5.30pm through ensuring breaks or absences are covered where possible.



# Person Specification

## **Essential Skills, Knowledge and Experience:**

- Previous office experience
- Advanced level IT skills in (inc. Outlook and MS Office Suite)
- Attention to detail and an ability to produce high quality communications
- Good standard of education, including English and Mathematics
- The ability to manage a varied and busy workload in an organised manner
- Excellent written and oral communication skills
- Ability to follow tasks through to completion

## **Desirable Skills:**

- Sympathetic to the aims of a Junior School
- Experience working as a receptionist
- Experience working within a similar support role and understanding of committee systems and structures

## **Personal Qualities:**

- Total discretion, tact and confidentiality
- Able to work in a busy environment
- A good team player who can willingly take direction and work with staff across a diverse workforce
- Able to work under pressure, whilst remaining positive, patient, polite and calm
- Able to present the office and school in a professional manner at all times, to all levels (e.g. pupils/ parents/staff/ governors/visitors)
- Able to act on own initiative, when required
- Able to be flexible and supportive with their time when required
- Able and willing to take on new challenges and learn new things
- Excellent organisational methods with the ability to prioritise

# 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.
- 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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