Dulwich Prep & Senior



FACILITIES MANAGEMENT ASSISTANT

Candidate Information

ABOUT US

Located in Dulwich, a picturesque village known for its exceptional schools and abundant open spaces, our school benefits from its proximity to one of the world's most cosmopolitan cities.

We are situated across two sites covering 29 acres, including extensive sports fields and woodland, which enables the school to offer a unique blend of a country atmosphere in a suburban setting.

Dulwich Prep & Senior has been a leading school in England since 1885. Throughout the years, countless boys and Nursery-aged girls have benefited from our school's rich history and forward-thinking approach. We have always embraced change, kept pace with pedagogy and technology, and, most importantly, are passionate about each pupil and staff member's individual journey.

We enrol over 800 pupils aged 2 to 16. Our selection process is two-fold: we look for pupils who generally rank in the top 20% nationally based on standardised tests, but more importantly, we seek children who will thrive and make the most of all that our school has to offer.

We take great pride in inspiring excellence with our Values ethos permeating every aspect of our curriculum and co-curricular activities.

Academic excellence is a top priority, with 12 essential skills taught for success in education and beyond. Along with the Values, these 20 attributes empower boys to thrive in any future they choose. Expectations are high! We develop independent thinkers who make decisions based on empathy and compassion, which leads to their success and resilience.

Our Governors play a crucial role in maintaining Dulwich Prep & Senior's position in a competitive market. Their expertise enables us to offer an innovative and challenging curriculum within a high-quality learning environment, achieved by attracting excellent staff, implementing up-to-date technology, and continually improving our modern facilities.

Dulwich Prep & Senior provides a well-rounded education focusing on academic excellence, character development, and personal growth. We strive to nurture boys to become confident, compassionate, and prepared to make a positive impact on the world. For the boys attending this school, their journey goes beyond exam preparation; it prepares them for life.



JOB DESCRIPTION

DUTIES & RESPONSIBILITIES

SCHOOL PREMISES (INTERNAL)

- Maintain the cleanliness of all areas of the school and its property, including the Sports Hall, Pavilions, shower block, swimming pool facilities, etc.
- Keep the communal areas and stores tidy and well-organised.
- Set out rooms and halls in preparation for meetings, plays, concerts and other events.
- Report and rectify (where appropriate) any faults, problems or damage to the school's buildings.

SCHOOL PREMISES (EXTERNAL)

- Undertake daily checks of outside areas to identify and report any faults, problems or damage.
- Maintain equipment, play areas, and play apparatus, with particular regard for pupils' health and safety.
- Weeding, gardening, collecting litter and emptying bins.
- Respond to external conditions, for example, clearing leaves and snow.

TRANSPORT

- Prepare minibuses for external trips.
- Undertake driving tasks for the transportation of staff/pupils and the delivery of goods.

GENERAL DUTIES

- Opening and closing school premises, liaising with outside hirers and working with our cleaning contractors.
- Porterage of equipment, furniture and deliveries around the school and between sites.
- Cleaning, including responding to spillages, bodily fluids, overflows, blockages, etc.
- Basic maintenance tasks, including sweeping, leaf blowing, and other general duties.

TRAINING & DEVELOPMENT

- Participate in the Appraisal and Performance Review process.
- Undertake training when the need arises, either for statutory purposes or for the better fulfilment of this role.

FIRE WARDEN

- Undertake the training for and duties of a Fire Warden for the school.
- Undertake compliance training, e.g. fire alarm training and emergency lighting training.

GENERAL REQUIREMENTS

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the school.
- Adhere to school policies and procedures.

PERSONAL COMPETENCIES & QUALITIES

- Ability to prioritise and manage a varied workload, work independently, and use initiative.
- Team-focused: shares knowledge and information with other staff members to promote good practice.
- Co-operative, helpful and accommodating with other team members and staff.
- Follows instructions and focuses on what needs to be delivered: understands what is required and responds promptly.
- Demonstrates a proactive, 'can do' attitude to all tasks.
- Welcomes challenges and meets them with enthusiasm.
- Shows a flexible approach, willing to adapt and respond to priorities.
- Seeks out additional duties and uses own initiative.
- Consistently strives to maintain a high standard of work.

KEY SKILLS & KNOWLEDGE

- Basic knowledge and aptitude for handyman tasks with an interest or experience in gardening.
- A full UK Manual driving licence, it would be advantageous if able to drive a mini-bus.
- Health & Safety procedures, including manual lifting and handling procedures and Fire precautions.

WORKING AT DULWICH PREP & SENIOR

Dulwich Prep & Senior is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together, we create a supportive environment dedicated to achieving excellence.

Working at DPS means being part of a team that cares about your continued professional development and teaching journey. Whether you join us at the beginning, middle, or towards the end of your career, you will be guided, supported, and encouraged every step of the way to achieve your goals. For example, our CPD might involve training for whole-school initiatives, participating in 'Learning Walks' around the school, conducting Lesson Studies, or pursuing further formal academic qualifications.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at DPS, where hidden talents are celebrated.

REMUNERATION

- Competitive Salary of £16,266 – 17,709 (based on a full-time salary of £27,395 - £29,825).
- Generous defined contribution pension scheme.
- Life assurance and Income protection insurance (academic staff).
- Free school lunches.
- Enhanced sickness, maternity, paternity, and adoption pay entitlements.
- Free access to our School Counsellor and School Nurse.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

TERMS & CONDITIONS

- Hours of Work: 2.00pm – 7.00pm, Monday to Friday, with a 15-minute break unpaid.
- All INSET days, major school and departmental events, such as Open Day, Celebration Day, Parents' Evenings, and all pertinent events listed in the school calendar. The role will require occasional Saturday working, including two Saturdays per year for school events.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.
- Staff may be called to perform other duties that the Head Master considers reasonable and commensurate with the grading and designation of the post.
- The first six months of this role will be a probationary period during which your suitability for the position will be assessed. The school reserves the right to extend probationary periods if it believes such an extension is necessary.

STAFF BENEFITS

HEALTH & WELLBEING

Healthcare Cash Plan
- Medical, including dental and optical, treatment, access to a virtual GP, skin health tracker and the 'mProve' yourself App.

Employee Assistance Programme
- Provides free and confidential advice, including up to eight face-to-face counselling sessions.

School counsellor & nurse
- Access to School counsellor and School Nurse during term time.

Wellbeing Initiatives
- Sky Lounge, TGIF and staff room treats.

Physical Exercise
- Free access to the school's on-site gym, outside of teaching hours.
- Discounted gym membership and Cycle to Work scheme.

Meals & Refreshments
- Breakfast (for a small charge), Morning snack and lunch, coffee and tea, and plant-based milks available.

Occupational Health
- Professional help to both staff and the school where work-related adjustments may be required.

FINANCIAL WELLBEING

Pay & Pension
- Generous pension scheme.
- Pay policy including regular benchmarking of our salary scales.
- Pension salary exchange scheme.

Protection
- Life assurance.
- Income protection insurance (academic staff only).

School Fees
- 25% discount, after which any further discount is means-tested.
- Easter and summer holiday camp discounts.

Financial Support
- High street discounts.
- Emergency financial assistance.

ADDITIONAL BENEFITS

- School laptop provided to staff (where relevant to the role).
- Smaller class sizes, great teaching resources and higher PPA time.
- Staff Accommodation may be available.

FAMILY FRIENDLY & FLEXIBLE WORKING ARRANGEMENTS

Enhanced Leave
- Enhanced sickness, maternity, paternity, adoption, dependents, carers, and bereavement leave entitlements.

Working Hours
- Flexible working policy.
- Part-time and Term-time working.
- Flexibility to work from home (only applies to certain roles and with agreement).

Inclusion
- Life event recognition
- Disability Confident employer.

PROFESSIONAL DEVELOPMENT

Career Development
- INSET and twilight training.
- Career pathways.
- Mentoring or career coaching.
- Full CPD programme.

Qualifications
- Early career teacher programme.
- National professional qualifications support.
- Apprenticeships.
- Financial support for professional qualifications.

APPLICATION & APPOINTMENT

APPLICATION & INTERVIEW PROCESS

A completed Application Form, including a personal statement explaining your suitability for this role, should be submitted via MyNewTerm. Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- **Closing Date:** Monday 7 December 2026, 9.00am.
- **Interviews:** Week Beginning 14 December 2026.
- **Start Date:** Immediate start available, subject to a successful reference and vetting process.



APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- The agreement of a mutually acceptable start date and your entering into a contract incorporating the school's standard terms and conditions.
- Receipt of at least two references which are satisfactory to the school.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- Verification of your medical fitness for the role.
- Satisfactory completion of the probationary period.
- Any further checks that the School deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.

EQUAL OPPORTUNITIES & SAFEGUARDING

EQUAL OPPORTUNITIES

Dulwich Prep & Senior is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are an equal opportunity employer and welcome applications from individuals of all backgrounds. We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

Candidates will only be assessed against relevant criteria (i.e., skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep & Senior seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep & Senior is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers, online checks, and an enhanced criminal records check with the Disclosure and Barring Service.

Schools' Inclusion Alliance

disability confident COMMITTED

We are an equal opportunity employer and welcome applications from individuals of all backgrounds.

We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.

EXPLANATORY NOTES

APPLICATION FORM

1) Applications will only be accepted from candidates completing the Application Form in full. This can be accessed via MyNewTerm. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason.
2) Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please refer to the job description for the position.
3) Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
4) Due to the nature of the work, the School applies for an enhanced criminal record disclosure from the Disclosure & Barring Service (DBS) in respect of all prospective staff members.
5) We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience and qualifications, before the interview.
6) Shortlisted applicants will be asked to complete a disclosure form regarding criminal disclosures and prohibitions relevant to working with children.
7) Shortlisted applicants may also be subject to an online search as set out in KSCIE.
8) If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any Safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
9) You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and the DBS.

INTERVIEW INVITATION

1) If you are invited to interview, this will be conducted in person, and the areas which it will explore will include safeguarding issues and suitability to work with children, as well as your previous employment record.
2) All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
3) All candidates invited to interview must also bring to the interview the following evidence of identity, right to work in the UK, and address:
    a) Passport;
    b) birth certificate (if possible);
    c) recent utility bill or financial statement showing the candidate's current name and address;
    d) where appropriate, any documentation evidencing a change of name.

PLEASE NOTE THAT WE CAN ONLY ACCEPT THE ORIGINAL DOCUMENTS LISTED. PHOTOCOPIES OR CERTIFIED COPIES ARE NOT SUFFICIENT.

CONDITIONAL OFFER OF EMPLOYMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- Verification of identity, qualifications, professional status (where required).
- Satisfactory DBS check at the enhanced level & checks of the Children's Barred List as appropriate.
- Verification of where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Verification of medical fitness. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment checks of the lists held by the Teaching Regulation Authority (TRA).

WARNING

Where a candidate is: found to be on the ISA Children's Barred List, or the DBS disclosure shows they have been disqualified from working with children by a Court; or found to have provided false information in, or in support of, their application; or the subject of serious expressions of concern as to their suitability to work with children the facts will be reported to the police and/or the DBS.

Dulwich Prep & Senior