



DULWICH COLLEGE
FOUNDED 1619

Outdoor Centre Facilities

Coordinator

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.

Outdoor Centre Facilities Coordinator

Role Overview

- Location: Glyntawe Outdoor Centre
- Reports to: Director of Educational Operations and Outdoor Centre Manager
- Contract Type: Part-time - average 26.5hrs a week
- Salary: £16.00 per hour

Originally built in 1899 on donated land, our historic Outdoor Centre began as a primary school, giving local children their first taste of education. After closing as a school in the 1970s, Dulwich College acquired the vacant building in the early 1980s and transformed it into a vibrant field centre for Geography and Biology studies. Since then, the centre has seen major expansions, including the 2013 conversion of the old toilet blocks into a state-of-the-art drying room.

Over the years, the centre has evolved, incorporating adventurous activities for students and opening its doors to external groups. Dulwich College remains committed to supporting education and the community by offering the Glyntawe Outdoor Centre's outstanding facilities to all, set in an area of breathtaking natural beauty.

This hands-on role supports the day-to-day operation of the Outdoor Centre, ensuring the site is safe, well-maintained, and fully prepared to welcome visiting groups. Responsibilities include maintenance, health and safety compliance, contractor coordination and supporting longer-term site improvement projects. The role also provides logistical support during busy periods and oversees the management, maintenance, and safety checks of the centre's transport.

This is a practical, hands-on role based across the outdoor centre site and grounds. The role involves manual handling, working outdoors in varying weather conditions, and occasional evening or weekend work depending on operational needs.





Key Responsibilities

Health & Safety Compliance

- Ensure all statutory compliance checks are completed on time, including weekly, monthly, quarterly, and annual inspections.
- Check and monitor fire safety systems, emergency lighting, alarms, signage, and associated equipment.
- Keep accurate maintenance, compliance and inspection records to support internal and external audits.
- Ensure any health and safety risks affecting staff, visitors or groups are identified and reported.
- Work in line with Dulwich College health and safety procedures and support their implementation and monitoring at the centre.
- Liaise with the Dulwich College transport department to ensure all centre transport checks, servicing, maintenance and records are completed and maintained correctly.

Site Maintenance

- Carry out routine maintenance, repairs and general upkeep across the centre, including the accommodation and grounds.
- Ensure activity spaces, communal areas and outdoor facilities remain safe, clean, and operational.
- Respond promptly to day-to-day repair and maintenance issues across the site.
- Arrange and supervise external contractors for specialist or larger-scale works.
- Monitor the quality of completed works and ensure that maintenance standards are met.

Contractor & Service Management

- Oversee contracted services across the site, including cleaning, waste disposal, fire safety servicing, and other routine maintenance agreements.
- Liaise with contractors and suppliers to ensure works are completed safely, efficiently, and to the required standard.
- Maintain positive working relationships with external service providers and monitor contractor performance.

Role details



Key Responsibilities

Operational Support

- Ensure the centre is fully prepared for group arrivals, including heating, cleanliness, room setup, and general presentation.
- Provide practical support during group changeovers and busy operational periods.
- Assist with logistics and transport requirements, including driving minibuses and supporting groups where required.
- Support wider centre operations to ensure the smooth day-to-day running of the site.
- Work flexibly, including occasional evenings or weekends, to meet operational requirements.

Site Projects & Improvements

- Support the planning and delivery of refurbishments, upgrades and ongoing site improvement projects.
- Liaise with tradespeople, suppliers, and contractors to help keep projects on schedule.
- Assist in overseeing capital works and building projects across the centre.
- Support the Centre Manager with planning and implementing longer-term site developments.

Transport & Vehicle Management

- Oversee the management, maintenance and general upkeep of centre vehicles.
- Carry out regular vehicle inspections and ensure maintenance schedules are followed.
- Coordinate servicing, MOTs, repairs, and associated transport documentation.
- Ensure all transport is safe, roadworthy, clean and ready for operational use.

Energy & Efficiency

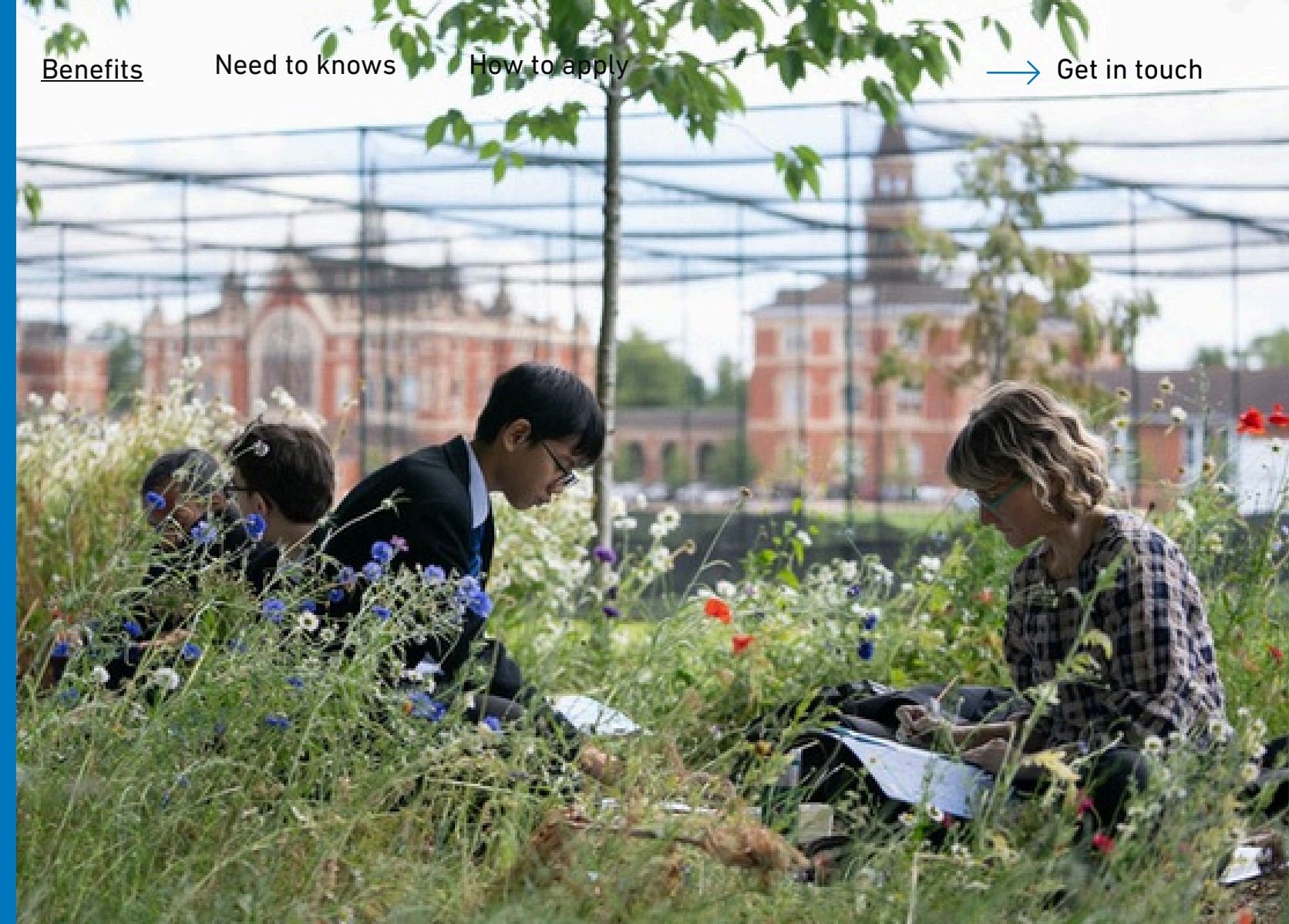
- Monitor utility usage and identify opportunities to improve efficiency and reduce waste.
- Support sustainable working practices and recommend improvements to reduce energy consumption and environmental impact.



Person specification

	Essential	Desirable	Assessment
Practical experience in maintenance, facilities, or site management.	Y		Application form Interview
Good working knowledge of general repairs, DIY and site upkeep	Y		Application form Interview
Understanding of workplace health and safety responsibilities and compliance requirements.	Y		Application form Interview
Ability to work independently, prioritise workload and manage tasks effectively.	Y		Application form Interview
Strong organisational and problem-solving skills.	Y		Application form Interview
Full UK driving licence	Y		Application form
Reliable, flexible, and proactive approach to work.	Y		Application form Interview
Comfortable working in a practical, physically active and outdoor environment.	Y		Application form Interview
Experience working within hospitality, education, residential or outdoor learning environments.		Y	Application form Interview
Knowledge of statutory compliance checks and maintenance record keeping.		Y	Application form Interview
Experience coordinating contractors and overseeing small projects or site works.		Y	Application form Interview
Relevant maintenance, trade, facilities, or health and safety qualifications.		Y	Application form
Experience driving minibuses or managing transport fleets.		Y	Application form Interview
Willingness to promote the safeguarding and welfare of pupils	Y		Interview

College Community and benefits



Make your money go further

- Contribution pension scheme.
- Lunches – Free lunch in the cafeteria 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.

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 (terms and conditions apply).
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

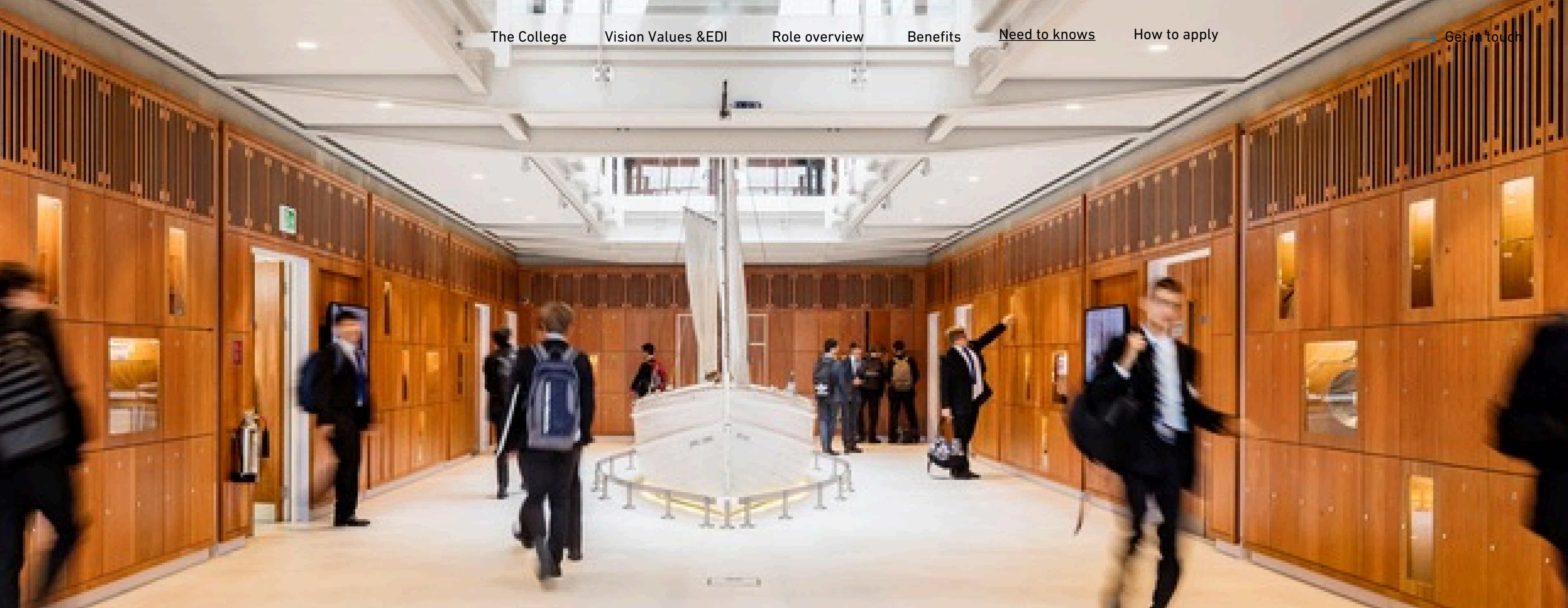
- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

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



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