



DULWICH COLLEGE
FOUNDED 1619

PA to the Principal Deputy and Deputy Master
Co-Curricular, Operations & Partnerships

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.

PA to the Principal Deputy and the Deputy Master Co-Curricular, Operations & Partnerships

The Principal Deputy and the Deputy Master Co-Curricular, Operations & Partnerships are members of the College Leadership Team, with responsibility for a broad range of areas across College life, including strategy, staffing, boarding, co-curricular provision, partnerships and day-to-day operations. They also contribute to a number of College committees, working groups and wider initiatives.

The PA will provide proactive and high-quality support across all aspects of their work, helping to ensure the smooth running of busy and varied areas of responsibility. Acting as a key point of contact, the postholder will need to manage competing priorities, build strong working relationships across the College, and exercise sound judgement and discretion.

This role would suit a confident and organised individual with strong administrative skills, excellent attention to detail, and the ability to work effectively in a fast-paced environment.

Role Overview

- Monday to Friday 08.30 - 17.00
- 37.5 hours per week all year round
- £40,000 - £45,000 per annum

Key Dates

Applications close on Monday 8 June 2026 11.59pm
Interviews will be held on Monday 15 June 2026





Tasks and Responsibilities

The PA will provide administrative and organisational support to the Principal Deputy and the Deputy Master Co-Curricular, Operations & Partnerships. The role requires strong organisational skills, attention to detail, good judgement, and the ability to manage a busy and varied workload.

The role goes beyond routine administration and includes co-ordinating activity across different areas of the College, prioritising competing demands, and helping ensure things run smoothly day to day.

Administrative Support

- Provide day-to-day administrative and secretarial support to the Principal Deputy and the Deputy Master Co-Curricular, Operations & Partnerships.
- Manage written, email and telephone enquiries, responding directly where appropriate and prioritising urgent matters.
- Prepare and distribute letters, reports and other communications, including via DulwichPost.
- Maintain accurate records, files and documentation.
- Assist with presentations, papers and other meeting materials as needed.

Diary and Meeting Co-Ordination

- Manage diaries and arrange meetings and appointments.
- Co-ordinate meeting arrangements, including rooms, papers and hospitality where required.
- Prepare agendas, take minutes and follow up on agreed actions.
- Monitor progress against actions and deadlines, ensuring matters are progressing appropriately.

Role details



Liaison and Co-ordination

- Liaise with colleagues, departments and external contacts to support the smooth running of the offices and wider College activities.
- Work closely with teams such as Finance, HR and Operations on administrative processes and coordination.
- Use initiative and judgement to deal with routine issues independently and know when matters need to be referred on

Operational and Project Support

Provide administrative support for a range of College activities, including:

- inspection preparation
- critical incident planning and logging
- staff induction
- staff appraisal and annual review
- boarding matters
- the co-curricular programme
- local partnership projects
- liaison with Foundation and international schools
- educational operations
- The Friends of Dulwich College

General

- Work closely with other PAs and administrative colleagues to maintain a co-ordinated and cohesive approach across the College and to help balance competing priorities.
- Handle confidential information sensitively and professionally.
- Support the effective day-to-day running of the offices.
- Undertake any other duties as reasonably requested and in line with the nature of the role.



Person Specification

- Minimum of 3 years' experience as a PA
- Excellent communication skills, both verbal and written
- Excellent organisational skills
- Ability to manage different priorities
- Ability to work under pressure and to deadlines
- Ability to work collaboratively with others
- Willingness to promote safeguarding and welfare of pupils
- Ability to use relevant IT effectively e.g. MS Office Suite
- Enthusiasm, energy, initiative and a sense of humour

Person specification

College Community and benefits



Make your money go further

- Contributory 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

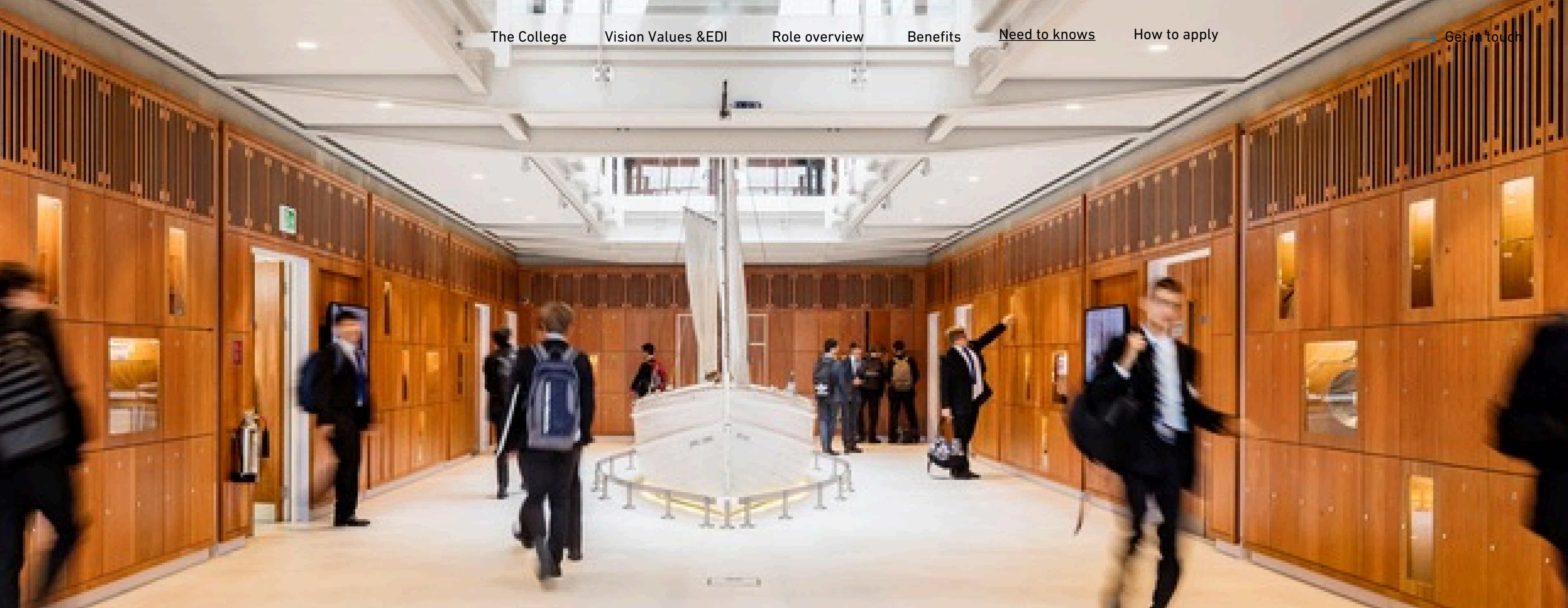
- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

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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