



Information for Candidates

Medical Centre Administrator





Contents

Welcome	3
The College	4
Vision, Values and EDI	5
The role	6
Job description and Person Specification	7-10
Benefits	11
Application procedure	12
Campus map	13



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.



The role

Medical Centre Administrator

We are seeking to employ a Medical Centre Administrator to support our Medical Centre.

Pupils, visitors and medical staff will turn to you for information and help with administrative issues.

Your goal will be to support the smooth workflow of our Medical Centre to ensure everyone receives the best possible care.

The Medical Centre Administrator provides crucial support to the nursing staff, and acts as a vital link between the medical team, pupils, and the wider school community.

We are seeking to employ a Medical Centre Administrator to provide an efficient admin service to our medical team.

This role liaises daily with pupils, staff, parent and external organisations and is therefore a vital link to our medical team.

This role will suit an energetic administrator who is able to manage high demand in a fast-paced environment.

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



Job description

Job title

Medical Centre Administrator

Reporting to

Lead Nurse

Period of employment

Permanent

This role is term-time only plus attending Inset days and an additional 5 days annually in the holidays.

Hours of work

30 hours per week (worked on a rota basis)

Monday - Friday

Salary

£25,200 - £27,600 per annum (Pro rata of £31,500 - £34,500 per annum)

Probation Period

2 terms

Tasks and duties

To carry out a wide range of administrative tasks to ensure all the medical data and information is accurately collated and managed in an effective manner.

This includes liaising with other College departments, staff, teachers, pupils, parents and external organisations.



Core duties:

- Coordinating and managing the distribution and collection of medical data for all new and current pupils.
- Preparing the medical data for the nursing team and highlighting any anomalies with any pupil data or missing information.
- Organising the registration for new boarders with the local doctor and ensuring all documents are ready for the nursing team to carry out boarders' medicals.
- Maintaining detailed immunisation records for all boarders and highlighting to the nursing team any missing immunisations to meet UK standards.
- Coordinating the NHS school immunisation programme with the relevant School secretaries and the local immunisation team.
- Recording all immunisations on pupils' records.
- Maintaining an up-to-date qualified staff first aid register for the College intranet.
- Co-ordinating first aid training courses for relevant staff and associated record keeping.
- Maintaining medical supplies and other materials for the Medical Centre.
- Maintaining the medical database and college databases to ensure accurate pupil data meets the Medical Centre needs.
- Responsible for minute-taking at meetings and their timely production and distribution as requested

Additional duties:

- Assisting the nursing staff as required.
- Administering first aid to minor injuries during busy periods.
- In the absence of the Medical Centre assistant, escort boarding pupils to outpatient appointments.
- Any other duty as reasonably required for the role

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.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).



Person Specification			
	Essential	Desirable	Assessment
Organisational and multitasking skills	X		Interview
Outstanding communication skills	X		Interview
Knowledge and application of Micro-soft Office, particularly Excel	X		Application
Previous experience working in a senior secretarial role in either an independent or state school		X	Application
Working knowledge of iSAMS, Evolve or similar school database systems		X	Application
First aid qualification or willing to attend a course		X	Application
An understanding of school database systems.		X	Application
Driver with clean licence		X	Application

Personal Qualities			
Approachable, enthusiastic, positive and energetic	X		Interview
Able to work efficiently in fast-paced environment	X		Interview
Demonstrates a strong commitment to maintaining strict confidentiality especially when handling sensitive information.	X		Application Interview
Conscientious, attention to detail	X		Interview
Able to be flexible and adapt to new challenges	X		Interview

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)



Application Procedure

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

Closing date

Friday 9 January 2026

Interview date

Week commencing 19th January 2026

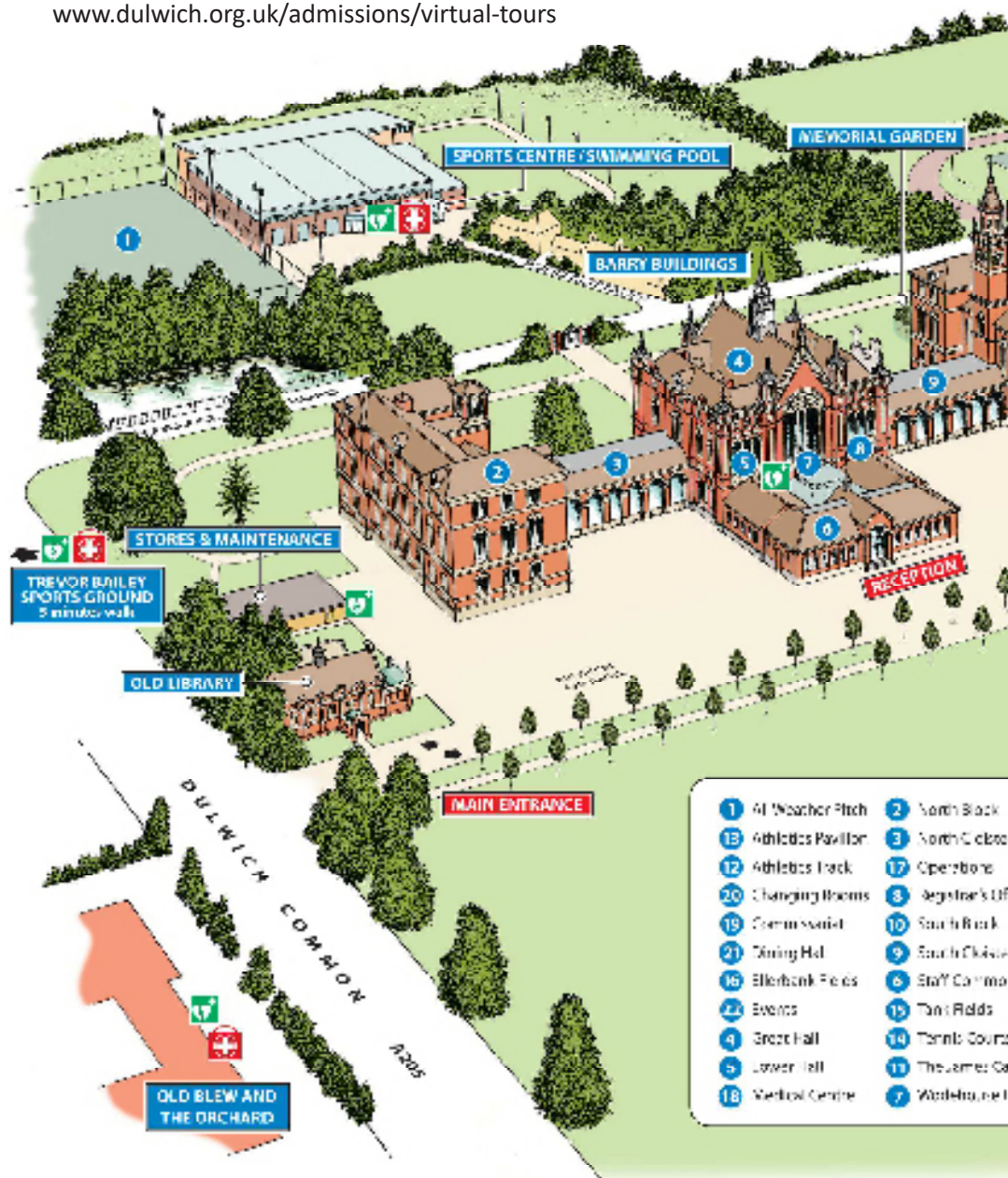
Start date

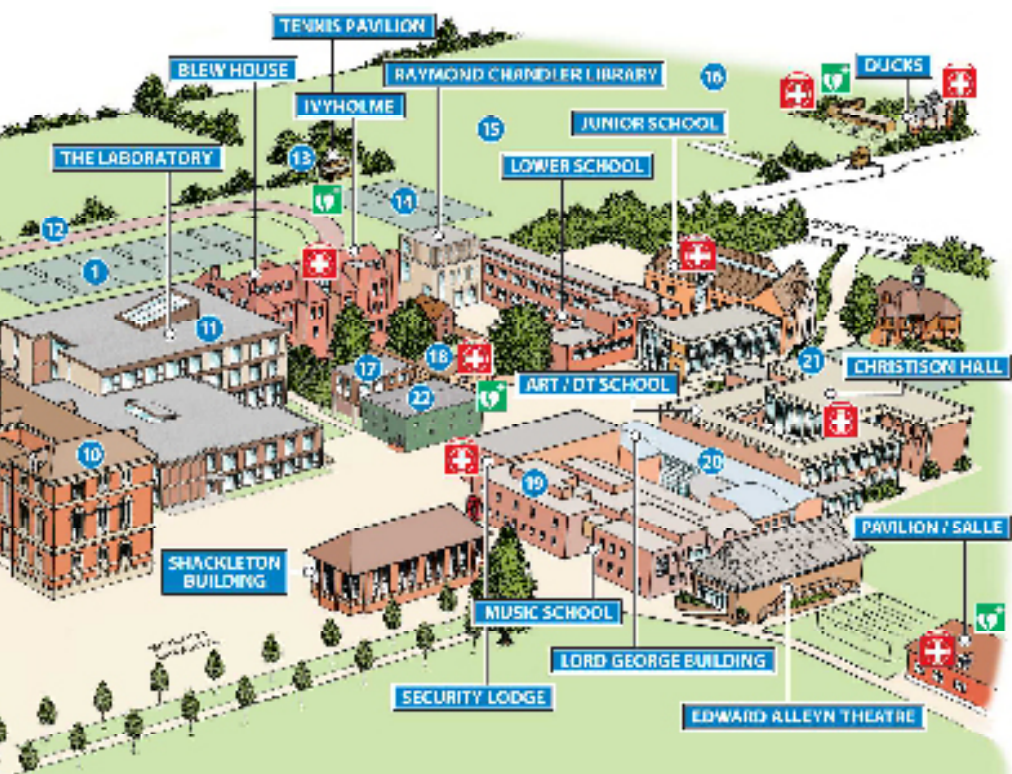
As soon as possible

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





Defibrillator Locations

Lower Full Body Building
Outside DUCKS Infant School
Inside Graham Boarding House
Outside Music Centre
Outside the Maintenance Building

Outside Pavilion (facing 801)
Inside Sports Centre Reception
Outside Tennis Pavilion
Inside Trevor Bailey Sports Ground
OFF SITE: The Boat House



Auto-Adrenaline Injector and Asthma Inhaler emergency kit locations

Medical Centre
New Security Lodge – Main entrance
New Block
Christison Hall
Junior School – Staff Room
DUCKS Infant School
DUCKS Reception

Ivy Holme and Blew
Sports Centre P.A. office
Trevor Bailey Sports Ground –
PE Equipment room
Old Blew and Orchard
OFF SITE: The Boat House
The Outdoor Centre



DULWICH COLLEGE

Dulwich Common, London, SE21 7LD

Telephone: 020 8693 3601

Email: info@dulwich.org.uk

Web: www.dulwich.org.uk

