

## Information for Candidates

HR Advisor





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## Welcome

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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

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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](http://www.dulwich.org.uk)





## Vision, Values and EDI

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### 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.



Katy Millis  
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the College's utilities portfolio. My interest in Climate Change along with my role in the acquisition of the College's energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Colm O Siochru  
Head of Upper School

I came to Dulwich – and to teaching – following graduate study in History. Although I'd done some undergraduate tutoring and taught on summer schools for 6th Formers considering History at university, I had limited experience in a classroom setting when I first came to interview. The pupils, and the warm, collegial atmosphere set me at ease. The College took a punt on me, trained me to teach, and helped me harness what skills and passions I have to become the best teacher I could be. There's a real system of support: from Staff Tutor and Head of Department to the camaraderie of colleagues and mentors interested in your career progression. After three years here, I became Head of History; four years later, I've taken on a new challenge as Head of Upper School. Dulwich College is a busy and demanding place to work – but if you want to teach at an institution that values intellectual ambition, personal development, and social mission, a very rewarding one, too.



Jo Foster  
Upper School Registrar

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



Alice Gardiner  
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.





## The role

This is a great opportunity to join a busy HR team on a change journey, as they grow from a strong delivery function to one that is also seen as a true partner by managers and leaders across the College.

Together the team balance responding to the day-to-day HR needs of a large and varied College workforce, with delivering on HR projects and working closely with managers and leaders to deliver on the people strategy, in support of the College's strategic plan.

You'll work as part of a close knit and supportive HR team, while being accountable for your own stakeholder group. You'll build strong relationships with managers and their teams, supporting them to address their challenges, as well as helping them to spot and respond to opportunities to drive performance and engagement across their team. You'll need to keep the routine tasks moving efficiently whilst responding to the unexpected, judging how best to use your time.

Unusually Dulwich College has a large operational, non-teaching team, due to its size and commercial ventures, which makes for an interesting role bridging the education and commercial sectors.

This role is a true generalist HR position and will suit a strong communicator, who is comfortable with change and turning ideas into action.

**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

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### Job title

HR Advisor

### Reporting to

Head of HR

### Period of employment

Permanent

### Hours of work

37.5 hours per week, all year round

### Salary

£40,000 - £45,000 per annum

### Tasks and duties

#### HR Advice

- Maintain a consistent and visible presence with stakeholders providing focused advice and support.
- Develop strong relationships with senior managers and leaders to understand their work, and their teams, and provide effective HR solutions.
- Advise managers and staff on terms and conditions, policies, employment law, and best practices.
- Build relationships with staff at all levels, offering guidance on HR issues while gaining insight into employee perspectives.
- Take responsibility for HR policy implementation, ensuring timely resolution of HR issues and queries.
- Coach managers on handling employee situations, helping them make informed decisions and navigate challenging conversations confidently.





## ER

- Ensure compliance with all employment legislation.
- Advise and support managers on sensitive, complex and sometimes contentious HR issues, in consultation with the Head of HR.
- Manage disciplinary, grievance, and appeal cases, including all administration, with Head of HR approval.
- Support investigations, prepare for confidential meetings and hearings, attending as needed.
- Accurately record HR case details (e.g., minutes, emails, witness statements).
- Implement structural changes with the Head of HR, ensuring legal compliance and respect of those impacted.
- Work with managers to monitor and manage sickness absence effectively and proactively.

## Single Central Register

- Take on a specified role in the SCR process, reviewing applications and pre-employment checks (references, right to work in the UK etc), ensuring accuracy.
- Provide guidance on handling anomalies or unusual situations to maintain compliance with SCR requirements.
- Support the HR team during busy periods or absences by completing additional pre-joiner and SCR checks as needed.

## Learning & Development

- Conduct inductions for new staff, with a focus on those in management roles or new to the education sector.
- Lead the appraisal process within assigned teams and coordinate related documentation, with assistance from the HR Assistant.
- Analyse appraisal feedback to identify themes and training needs, and recommend solutions to address them, implementing agreed actions with the Head of HR.
- Support managers in team development through on-the-job learning and external training opportunities.
- Coordinate with training providers to source or design, and manage training programs.



### **Recruitment**

- Collaborate with recruiting managers to prepare job descriptions, job adverts and the candidate attraction plan
- Work with recruiting managers to design a fair, unbiased selection process that aligns with the role's needs, participating on interview panels as needed.
- During busy periods or team absences, assist with scheduling and organizing interviews, liaising with candidates.
- Work with our HR Assistant to ensure prompt, efficient, and welcoming communication with candidates.

### **Administration**

- Support the HR Assistant with administrative tasks, such as changes to terms and conditions, leavers, and maternity.
- Prepare letters and other HR documentation as needed.
- Ensure the HR pages on the College's intranet and website are current and relevant.
- Prepare and report HR data for internal management and external compliance purposes.

### **Additional duties**

- Foster strong communication and feedback channels with staff through various mechanisms, such as employee surveys, to enhance employee engagement.
- Conduct exit interviews, identify recurring themes, and address findings with managers and the HR team.
- Contribute to HR projects as assigned by the Head of HR.
- Identify opportunities for process improvements, recommend changes, and implement them with the Head of HR's approval.
- Benchmark salaries against internal peers and market rates, recommending adjustments as needed.
- Pursue ongoing professional development through training and self-directed learning.
- Take on additional tasks as reasonably requested by the Head of HR.





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 cooperate with managers on health and safety matters (including the investigation of any incident).



## Person Specification

	Essential	Desirable	Assessment
CIPD Level 5 or above		Y	Application Form
5+ years experience in an HR generalist role	Y		Application Form
Broad generalist HR experience	Y		Application Form Interview & Test
Working knowledge of employment law and HR best practice	Y		Application Form Interview & Test
Experience of working in an independent school		Y	Application Form
Experience of working to tight deadlines under pressure	Y		Interview & Test
Experience of multi-tasking and re-prioritising at short notice	Y		Interview & Test
Excellent attention to detail and accuracy	Y		Application Form & Test
Ensure HR knowledge is up to date, including legislation, best practice and trends in HR	Y		Interview & Test
Total discretion and confidentiality	Y		Interview
Self motivated	Y		Interview
Resilient and calm under pressure	Y		Interview
Flexible approach in terms of work, changes and participation	Y		Interview
Excellent communication skills	Y		Application Form Interview & Test
Team Player	Y		Interview
Willingness to promote the safeguarding and welfare of pupils	Y		Interview
Ability to use relevant ICT effectively e.g. MS Office suite and Hands on experience of operating and developing a computerised HR information system (iTrent knowledge would be an advantage)	Y		Application Form Interview & Test



# 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

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

[Closing date](#)

12 January 2026

[Interview date](#)

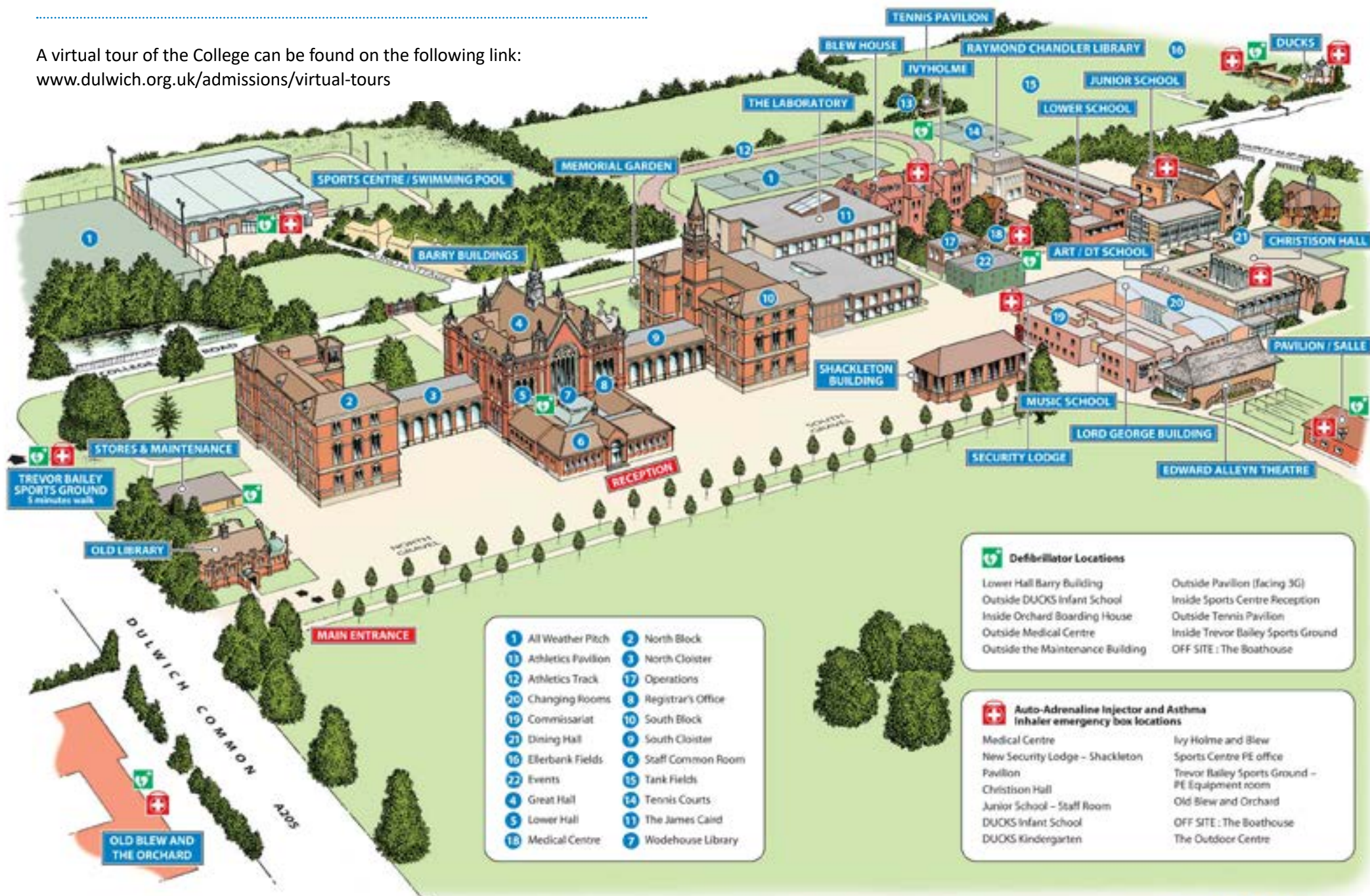
Week beginning 19 January 2026

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



# Campus map

A virtual tour of the College can be found on the following link:  
[www.dulwich.org.uk/admissions/virtual-tours](http://www.dulwich.org.uk/admissions/virtual-tours)







DULWICH COLLEGE  
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