

DULWICH COLLEGE
FOUNDED 1619

Information for Candidates

Communications Manager





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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.



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 Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges 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.



Alejandro Piorno Lopez
Teaching Assistant

I graduated from Salamanca University with an Early Years and Primary degree. I moved from Zamora in the northwest of Spain to London where I have been working in education for the last 6 years. I am currently in my second year at DUCKS. I am a very active, enthusiastic and creative person and very much enjoy working within my team, paying attention to the children's needs and interests and offering them opportunities to develop their potential. The large Forest School provision is a huge asset to the environment and to the children at DUCKS. I have recently been given the opportunity to complete my Forest School training and have qualified as an additional Forest School Leader at DUCKS. In addition to this I have taken part in Children's Illustration workshops with the artist and writer, Marta Altés, author of many children's books such as 'Avery'. This has been a very enjoyable experience and has inspired me to one day write and illustrate my own children's storybook.



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

Dulwich College is seeking a dynamic and creative Communications Manager to lead and deliver our communications strategy. This role is central to building and protecting the school's reputation, engaging our community, and showcasing the achievements of our pupils and staff. The successful candidate will be an excellent writer with strong editorial judgment, able to craft compelling stories across multiple platforms, and confident in managing proactive and reactive media relations.

The Communications Manager will form part of a busy Marketing and Communications team.

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

“Pupils of all ages develop excellent knowledge, understanding and skills benefitting from well-structured, engaging lessons”

ISI Report, Nov 2021

“We encourage the boys to question everything, to be as empathetic as possible and strive for excellence in everything they do.”

Sameer Tanna,
Head of Middle School



Job description

Job title:

Communications Manager

Reporting to:

Interim Head of Marketing and Communications

Period of employment:

Fixed Term - 6 Months

Hours of work:

37.5 hours per week, Monday to Friday

Salary:

£38,000-42,000 (subject to experience and qualifications)

Probation Period:

3 Months

Tasks and duties

Content Creation & Editorial

- Research, write, and edit engaging news stories, features, and announcements for the website, newsletters, and printed collateral.
- Collaborate with colleagues to develop and write key stories and events.
- Ensure all content reflects the school's values, tone of voice, and brand identity.

Digital & Social Media

- Lead the school's social media strategy, creating a social media plan and ensuring it supports wider marketing and communications objectives.
- Write, manage and deliver content across multiple platforms (e.g., Facebook, Instagram, X/Twitter, LinkedIn, YouTube).
- Work with the Interim Website and Digital Manager to monitor, analyse, and report on digital engagement to refine content and campaigns.



Media & Press Relations

- Plan annual programmes of media stories and develop and maintain strong relationships with local, regional, and national press.
- Draft and distribute press releases, statements, and responses.
- Proactively seek opportunities to secure positive media coverage.
- Assist the Interim Head of Marketing and Communications with any crisis comms as they arise.
- Monitor formal and informal broadcast, print and social media for Dulwich College and competitor coverage and keep the Interim Head of Marketing and Communications abreast of current trends.
- Internal & External Communications
- Support staff and leadership with clear, consistent messaging for parents, alumni, and other stakeholders.
- Contribute to the development of marketing and admissions materials as required.

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 |
| ◦ Proven track record in communications, journalism, PR, or a related field. | Y | | Application form, Interview |
| ◦ Exceptional writing, editing, and storytelling skills with a sharp eye for detail. | Y | | Application Form, Interview |
| ◦ Strong experience in media relations and handling press enquiries. | Y | | Application Form, Interview |
| ◦ Demonstrable knowledge of social media platforms and content creation. | Y | | Application Form, Interview |
| ◦ Photography, video production, or design skills. | Y | | Application Form, Interview |
| ◦ Ability to manage multiple projects and deadlines with accuracy and creativity. | Y | | Application Form, Interview |
| | | | |
| Desirable Qualifications and Experience | | | |
| ◦ Experience in education or the independent schools sector. | | Y | Application Form, Interview |
| ◦ Familiarity with website CMS platforms and digital analytics tools. | | Y | Application Form, Interview |
| | | | |
| Personal Qualities | | | |
| ◦ Creative, proactive, and confident in sharing new ideas. | | | |
| ◦ Highly organised with excellent attention to detail. | | | |
| ◦ Strong interpersonal skills, able to work collaboratively with colleagues at all levels. | | | |
| ◦ Resilient, adaptable, and calm under pressure. | | | |
| | | | |



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)

“Academic, yes, but not elitist. A superb school for busy boys with inquiring minds.”

Good Schools Guide



Application Procedure

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

Closing date

Wednesday 1 October 2025

Interview date

Monday 6 October 2025

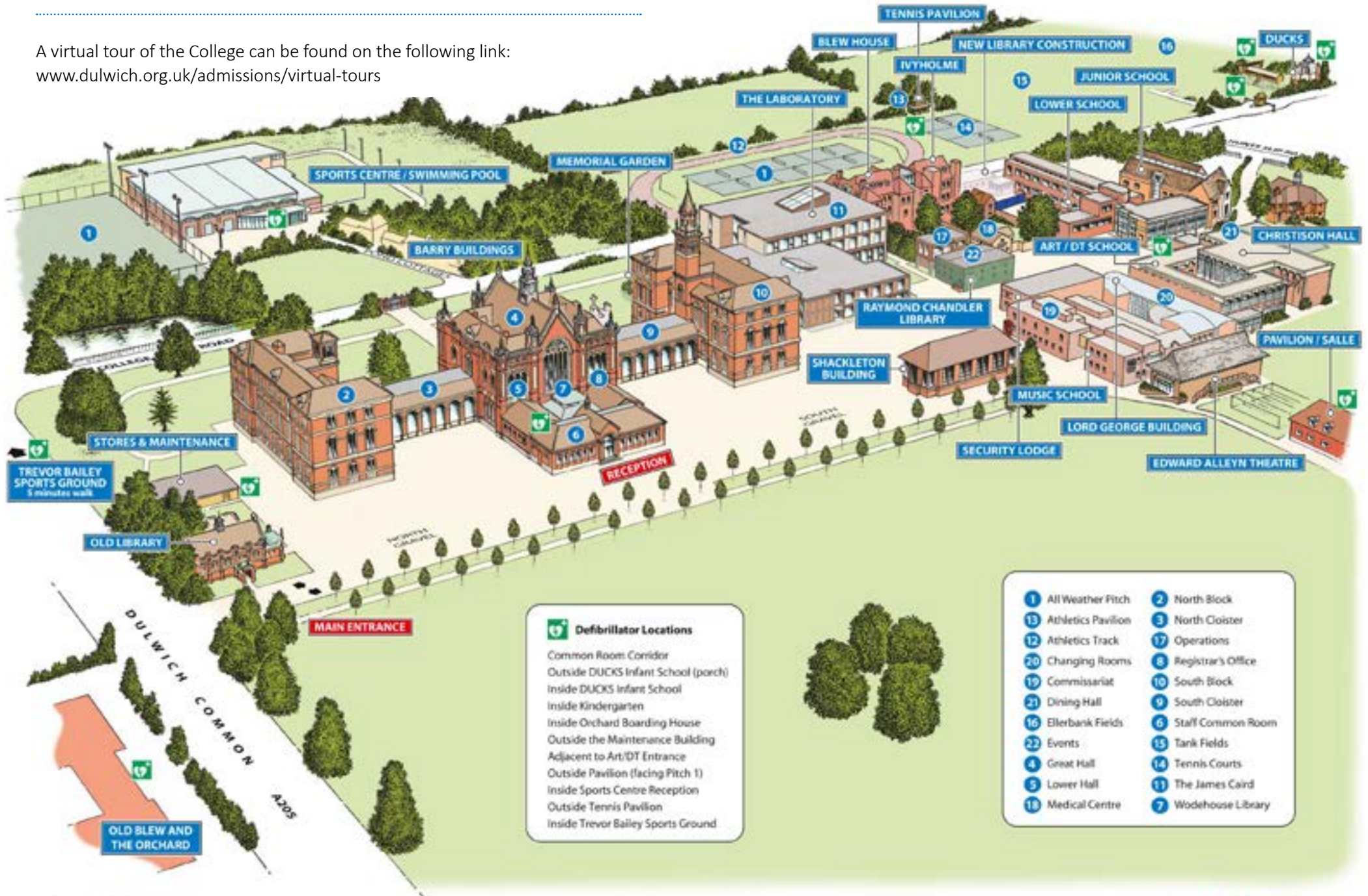
Start date

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

Common Room: Corridor
 Outside DUCKS Infant School (porch)
 Inside DUCKS Infant School
 Inside Kindergarten
 Inside Orchard Boarding House
 Outside the Maintenance Building
 Adjacent to Art/DT Entrance
 Outside Pavilion (facing Pitch 1)
 Inside Sports Centre Reception
 Outside Tennis Pavilion
 Inside Trevor Bailey Sports Ground

- | | |
|-----------------------|----------------------|
| 1 All Weather Fitch | 2 North Block |
| 13 Athletics Pavilion | 3 North Cloister |
| 12 Athletics Track | 17 Operations |
| 20 Changing Rooms | 8 Registrar's Office |
| 19 Commissariat | 10 South Block |
| 21 Dining Hall | 9 South Cloister |
| 16 Ellerbank Fields | 6 Staff Common Room |
| 22 Events | 15 Tank Fields |
| 4 Great Hall | 14 Tennis Courts |
| 5 Lower Hall | 11 The James Caird |
| 18 Medical Centre | 7 Wodehouse Library |



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Independent School of the Year 2022
for Contribution to Social Mobility

