

DULWICH COLLEGE
FOUNDED 1619

Archive Assistant

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.



Role Details

Job title

Archive Assistant

Reporting to

Senior Archivist and Head of Libraries and Archives

Period of employment

Permanent

Hours of work

4 days a week (30 hours) term-time only

Salary

£25,000 -£28,000 FTE subject to experience and qualifications

Probation Period

Two terms with an interim review after a term, at which time the position will be reviewed. In case of illness during the probation period, statutory sick pay only will be applicable

The role

From September 2026, an Archive Assistant is to be appointed. The Archive at the College contains a priceless and historically important collection of manuscripts and rare printed books listed with the National Archives at Kew. It exists to collect, catalogue, index and preserve records of all kinds relating to the history of the College. We aim to use the Archive as much as possible in the curriculum. Researchers from all over the world access the collection either in person or via our online digital collections. We work closely with related institutions through exhibitions, loans and digitisation programmes. The Archive has a close relationship with the Dulwich Estate, Dulwich Picture Gallery, Foundation Schools and the Dulwich Society. A passion for archives is essential.



Tasks and duties

To support the work of the Archive as a resource for the College and in line with the mission statement to preserve, collect and promote the Archive for the benefit of the College.

Assist in all tasks in the Archive but principally to support:

- Digital Cataloguing (in particular the use of Preservica and Invu).
- In-depth cataloguing of other material as it comes into the Archive and continue the process of cataloguing material which may already be held.
- Outreach, particularly but not exclusively Shackleton Tours for both members of the public and school children.
- Support with the delivery of curriculum appropriate/based lessons and classes using the Archive collection to enrich the learning of pupils.
- Support the handling and answering enquiries from visitors, by telephone, letter or email with a view to Freedom of Information and Data Protection considerations.
- Delivering tours of the Archive collection and historic buildings for visitors, including general public and school tours of the James Caird and Shackleton collection or Open House Weekend.
- Supporting the wider partnerships of Dulwich College.



Person Specification

	Essential	Desirable	Assessment
University graduate or equivalent	Y		Application Form & Qualification
Confident user of IT	Y		Application Form & Interview
Experience in a book-related environment (library, bookshop, publishing house etc)	Y		Application Form & Interview
Experience of working with teenagers	Y		Application Form & Interview
Competence in using MS Office applications (Word, Excel and Publisher)	Y		Application Form & Interview
Experience in an archive, records management or similar environment		Y	Application Form & Interview
A relevant archive qualification (eg RMARA)		Y	Application Form & Interview

Personal Qualities

A commitment to working with archives	Application Form & Interview
A knowledge of history and education	Application Form & Interview
Flexibility and a willingness to work in the evenings and at weekends as required	Application Form & Interview
A confident but welcoming manner when dealing with Archive users of all kinds	Application Form & Interview
Attention to detail	Application Form & Interview
A sense of humour	Application Form & Interview



Application Procedure

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

Closing date

Sunday 5 July 2026

Interview dates

Interviews will take place online on W/C Monday 13 July 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 the Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall 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, EV parking.

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.
- 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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