

A photograph of three young boys in school uniforms (dark suits, white shirts, and blue and black striped ties) smiling and hugging each other outdoors. They are standing in front of a large tree trunk and some greenery. The background is slightly blurred, showing more trees and foliage.

DULWICH COLLEGE
THE JUNIOR SCHOOL

Junior School Administrator and Secretary

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.

Job description

Job title

Junior School Administrator and Secretary

Reporting to

Head of the Junior School

Period of employment

1-year fixed term contract from 1 September 2026

Hours of work

8.00am - 4.15pm, Monday to Friday. A degree of flexibility will be required, depending on the needs of the Junior School.

This is a term-time role, including INSET days. Attendance at all major Junior School events is required, which includes 4 Saturdays per year for open days and assessment mornings.

Salary

Competitive, dependent on experience

Job Purpose:

Working as part of a team, this role will provide excellent customer service and high-quality, proactive support to the Junior School, including staff, pupils, parents and the wider College community.

Closing date

Monday 8 June

Interview date

1st round interviews will take place online on Thursday 11 June
2nd round interviews will take place on-site on Tuesday 16 June

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





Tasks and duties

- Act as the first point of contact for parents, pupils and staff.
- Manage the school reception area, providing a professional service that is welcoming to all visitors.
- Manage written, email and telephone enquiries, in a prompt and courteous manner, prioritising or escalating urgent matters and responding directly where appropriate.
- Provide day-to-day secretarial and administrative support to the the Head of Junior School and staff.
- Act as 'Attendance Champion', ensuring attendance is accurately recorded, and concerns are promptly followed up with the senior management team (SMT) of the Junior School, and safeguarding.
- Support SMT with monitoring attendance at after-school activities and coach travel, ensuring accurate records are maintained, and information is communicated clearly to all relevant staff.
- Provide administrative support to the Junior School Registrar and assist with all prospective parents' tours and admissions events.
- Cover breaks and absences when required to ensure the office team is continuously staffed throughout the day.
- To act as a first aider for any person requiring immediate assistance. Training will be provided. There is a fully staffed Medical Centre on site.
- Uphold and promote the reputation and values of the Junior School and the College and work within the College policies, particularly safeguarding and GDPR.
- Undertake any other tasks reasonably requested of the role holder.



Person Specification

Essential Skills, Knowledge and Experience:

- Previous office experience
- Excellent administrative and organisation skills
- Excellent communication skills, both verbal and written
- High level of attention to detail and accuracy and an ability to produce high quality communications
- Absolute discretion and confidentiality
- Ability to work under pressure, whilst remaining positive, patient, polite and calm
- Able to present the office and school in a professional manner at all times
- An active participant and team player with the ability to work on their own initiative, when required
- The ability to manage a varied and busy workload in an organised manner, seeing tasks through to completion
- Ability and willing to take on new challenges and learn new things
- Ability to be flexible and supportive
- Advanced level IT skills in (inc. Outlook and MS Office Suite)

Desirable Skills:

- Sympathetic to the aims of a Junior School
- Experience of working as a receptionist
- Experience of working within a similar support role and understanding of committee systems and structures
- Experience working with children (preferably of KS2 age)

College Community and Benefits



Make your money go further

- Contributory pension.
- Lunches – Free lunch in the dining hall or to take-away.
- 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 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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