

A wide-angle photograph of the Dulwich College campus. In the foreground is a large, well-maintained green lawn with a few people walking. In the middle ground, there are several large, multi-story red brick buildings with white window frames and decorative architectural details. The most prominent building on the right has a large Gothic-style window and a tall, pointed tower. The sky is bright blue with scattered white clouds. The overall scene is bright and sunny.

DULWICH COLLEGE
FOUNDED 1619

Room Booking & Site

Services Coordinator

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.

Room Booking & Site Services Coordinator

Dulwich College are seeking a highly motivated and detail-oriented professional committed to delivering a friendly service to colleagues across departments.

The Room Booking & Site Services Coordinator is the central point of contact for all room booking and support service requests at the College. The postholder will be responsible for ensuring the College makes best use of its space and resources, whilst providing a high level of support to internal bookers and operational departments.

The Room Booking & Site Services Coordinator will also be required to coordinate between departments, ensuring accurate and consistent information is shared to allow the efficient delivery of support services.

Role Overview

- Reporting To: Director of Site Services
- Employment Type: Fixed Term (August 2026-October 2027)
- Hours of Work: Full Time, 37.5 hours per week





Key Responsibilities

- Manage the Dulwich College Room Booking help desk and act as first point of contact for Dulwich College booking of spaces, by telephone, email or via the DC online space booking system/help desk. This task is detailed and must be given due care and attention.
- Coordinate between internal bookers, academic and operational departments to ensure College activities and events are supported appropriately.
- Produce and distribute weekly, and periodic, reports of room booking and service requirements to operational departments.
- Present an overview of bookings and support requirements at regular meetings.
- Maintain an overview of 'space use' to give an accurate view of occupancy and the utilisation of rooms.
- Update and maintain booking systems to ensure they are kept up to date and information is accurate at all times.
- Support with Facilities (Security, Portering and Cleaning) helpdesk management and administration.
- Process and record purchase orders and invoices to support Heads of Department with accurate budget tracking.
- Coordinate regular projects such as the summer office moves programme.
- Support with and lead on projects for improvement and the introduction of new systems and processes.
- Offer support and cover for absence to the Print Room and Main Reception as and when required.
- Work with Support Services teams to ensure Health & Safety records are kept up to date and audit ready.
- Undertake both mandatory and developmental training as required.
- Any other duties that may be reasonably requested of the post holder.

Role details



Person specification

	Essential	Desirable	Assessment
Excellent verbal and written communication skills, with the ability to communicate effectively with a wide range of stakeholders.	Y		Application form Interview
Excellent organisational skills, with the ability to plan, prioritise, and manage a varied workload.	Y		Application form Interview
Ability to manage competing priorities and adapt to changing demands.	Y		Application form Interview
Proven ability to work effectively under pressure and meet deadlines.	Y		Application form Interview
Ability to build positive working relationships and collaborate effectively with colleagues and customers.	Y		Application form Interview
Experience of working in a customer-focused environment and delivering high standards of service.	Y		Application form Interview
Proficient in the use of Microsoft Office applications, including Word, Excel, Outlook, and Teams.	Y		Application form Interview
Demonstrates a proactive and solution-focused approach to problem-solving and decision-making.	Y		Application form Interview
Experience of using room or event booking systems and/or Computer-Aided Facilities Management (CAFM) software.		Y	Application form Interview
Previous experience working within a school, college, or educational setting.		Y	Application form Interview
Experience working as part of a large facilities, estates, or operational support team.		Y	Application form Interview



	Essential	Desirable	Assessment
Professional, reliable, and dependable, with a strong sense of responsibility and accountability.	Y		Application form Interview
Confident and approachable, with the ability to build positive relationships with colleagues, customers, and visitors.	Y		Application form Interview
Proactive and self-motivated, with a willingness to take initiative and support a wide range of activities as required.	Y		Application form Interview
Demonstrates honesty, integrity, and excellent timekeeping.	Y		Application form Interview
Remains calm, resilient, and effective when working under pressure.	Y		Application form Interview
Flexible and adaptable, with the ability to think quickly and respond positively to changing circumstances.	Y		Application form Interview
Takes a hands-on approach and is willing to contribute wherever needed to support the wider team and organisational objectives.	Y		Application form Interview
Committed to safeguarding, equality, diversity, and inclusion, and upholding organisational policies and procedures in these areas.	Y		Interview

College Community and benefits



Make your money go further

- Contribution pension scheme.
- Lunches – Free lunch in the cafeteria 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.

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 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

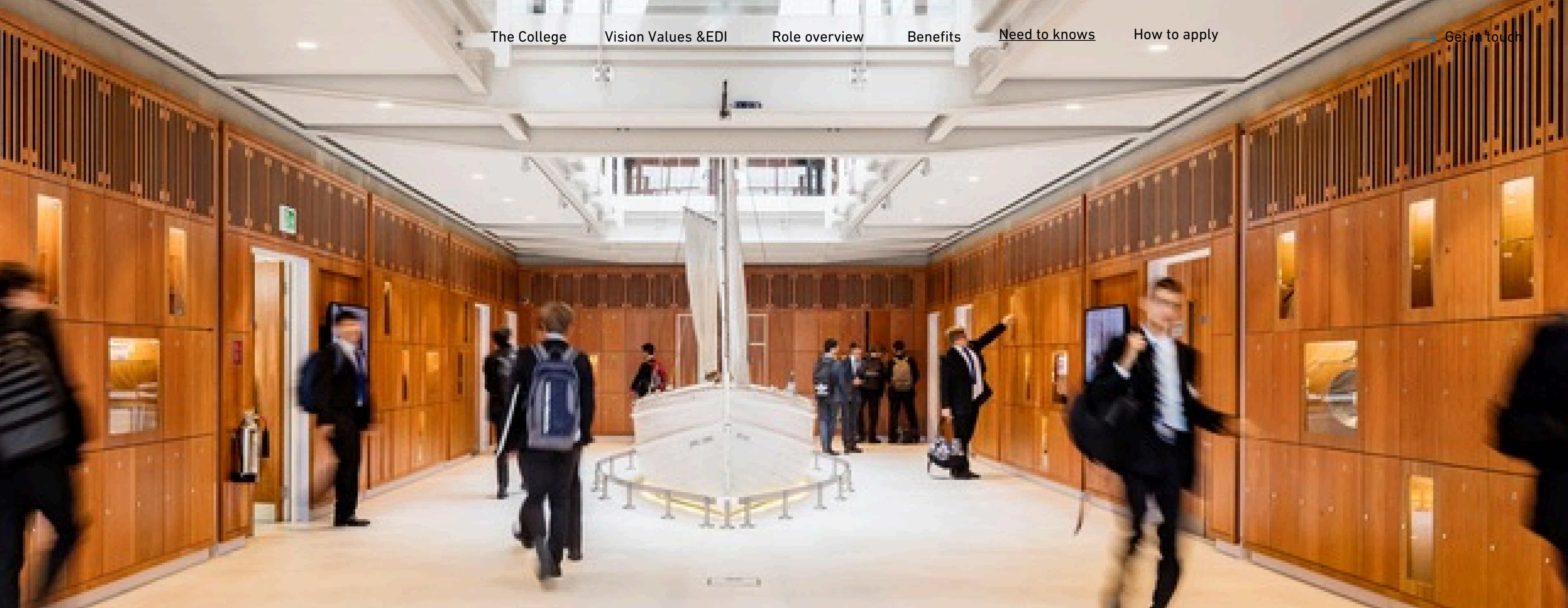
- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

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



DULWICH COLLEGE
Dulwich Common London, SE21 7LD
Telephone: 020 8693 3601
Email: joinourteam@dulwich.org.uk
Website: www.dulwich.org.uk

