

A photograph of three young boys in school uniforms (dark blazers, light blue 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 After-School**

**Care Supervisor**

Information for Applicants



# Welcome

## Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectus 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 title**

Junior School After-School Care Supervisor

**Reporting to**

Junior School Assistant Head Co-curricular and Head of Junior School

**Period of employment**

Permanent

**Probation period**

Six months. In case of illness during the probation period, statutory sick pay only will be applicable.

**Hours of work**

Term time only (35 weeks per year including INSET). Working hours are 3pm – 6.15pm, Monday to Friday, this equates to 15.75 hours per week. Plus, it will include 3 additional days (Junior School Open Day and Junior School assessment mornings for 3 hours 15 minutes on those days). The hours for INSET days will vary.

**Holiday entitlement**

20 days per annum plus bank holidays. Holiday entitlement will be pro rata for part time and term time only staff and will be paid.

**Salary**

£15.46 per hour

**Start date**

September 2026

**Application Procedure**

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

**Closing date**

Midnight on **Sunday 26 July 2026**

**Interview date**

Final interviews will take place online on **Thursday 30 July 2026**





# Job Description

## Job Purpose

- To help organise and manage the Junior School's After School Care provision under the direction of the Assistant Head Co-Curricular.
- To work as a team with the staff involved in the Junior School's After School Care provision.
- To maintain a safe and stimulating environment for pupils to learn, play and socialise.
- To ensure all pupils are registered and follow up on unexplained absences.

## Core Job Duties

- Provide a safe and stimulating environment for all pupils.
- Ensure pupils are registered for all after-school activities and follow-up unexplained absences.
- Run Home Learning Club each evening, alongside the After School Care Assistant, and assist pupils with their Home Learning tasks.
- Supervise pupils attending Home Learning Club and After School Care.
- Support staff (internal and external) who are taking clubs with the administration of their provision (e.g. printing registers).
- Accurately take and maintain a register of pupils in attendance at Home Learning Club and After School Care.
- Dismiss children from their after-school activities.
- Register pupils taking the Late Coach and escort them to the buses.
- Administer First Aid, as appropriate.
- Maintain accurate records of parents' payments for Home Learning Club and After School Care.
- Communicate with parents regarding pupils' after-school plans and activities.
- Update registers for all after-school clubs.
- Set up Home Learning Club and After School Care calendars on WisePay at the start of each academic year.
- Ensure compliance with safeguarding recruitment protocols for all external providers (e.g. ensure that regular external club providers have a Dulwich badge, providing visitor badges for external club providers as needed).
- Create stimulating resources and activities for pupils in Home Learning Club.

## Additional Duties

- Support general administration of the Junior School (e.g. special events, trips, support in reception, covering duties, etc) as required by the Head of Junior School.
- Attend INSET Day sessions.
- Support the Junior School Open Day and Assessment Days.



<p><b>15:00-15.40 Admin (and Reception)</b></p>	<ul style="list-style-type: none"> <li>• Supporting the JS Administrator with registers (e.g. for coaches and clubs).</li> <li>• Contacting parents about pick-up times/clubs/after-school arrangements.</li> <li>• Passing on messages to pupils/teachers.</li> <li>• Checking and responding to emails as required (inc. Junior School Account)</li> <li>• Setting up the club signs on the playground.</li> <li>• Printing club registers for external teachers.</li> <li>• Supporting the Reception and office team (e.g. phones, reception)</li> </ul>
<p><b>15.40-16.00 Duty</b></p>	<ul style="list-style-type: none"> <li>• Supervising behaviour on the playground.</li> <li>• Registering pupils signed up for HLC – inform duty staff if any pupils are not present.</li> <li>• Blowing the whistle and instructing pupils to line up for their clubs.</li> <li>• Taking club registers on SOCS.</li> <li>• Waiting until all clubs have been collected.</li> </ul>
<p><b>16.00-17.00 HLC</b></p>	<ul style="list-style-type: none"> <li>• Checking all the clubs' registers on SOCS and following up on any unexplained absences.</li> <li>• Monitoring the HLC register.</li> <li>• Keeping a record on a spreadsheet with the boys who are not booked on Wisepay.</li> <li>• Supporting pupils with their home learning.</li> <li>• Supervising the use of iPads.</li> <li>• Dismissing pupils from LAMDA at 4:30pm.</li> <li>• Signing pupils out from HLC when they have been collected.</li> </ul>
<p><b>17.00-18.15 After School Care</b></p>	<ul style="list-style-type: none"> <li>• Dismissing pupils from their clubs at 5pm (with the support of duty staff).</li> <li>• Recording the ASC register.</li> <li>• Checking in with pupils taking the late coach – ensuring they know their route and stop.</li> <li>• Walking pupils to the late coach. Putting them on the bus and waiting until the buses have departed.</li> <li>• Tidying up the HLC room.</li> <li>• Waiting for the last boy to go home.</li> <li>• Answering the phone or front door where necessary (after 5.15pm)</li> <li>• Updating payment spreadsheets.</li> <li>• Contacting parents regarding payments required.</li> </ul>



# Person Specification

## Essential

- Experience of working with children in an organised setting.
- An understanding of good quality childcare.
- Ability to create and maintain excellent levels of behaviour.
- Ability to provide varied and engaging activities for pupils.
- Ability to work on own initiative.
- Ability to work as part of a team.
- Being proficient in IT (especially Outlook, Word and Excel).
- Ability to maintain confidentiality.
- Ability to develop a good rapport with adults and children.
- Some experience in general administration.

## Desirable

- Experience in running after-school clubs or childcare.
- Experience of working with KS2 children.
- A current First Aid Certificate.
- A current clean driving licence.
- A childcare qualification.

# 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 for you, your partner and children under 18.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

## Protection when you need it

- Life insurance – Included with all pension schemes for permanent employees.
- 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](mailto:joinourteam@dulwich.org.uk)



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