



DULWICH COLLEGE
FOUNDED 1619

HR 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.

HR Assistant

The HR Assistant is part of a friendly HR team supporting approximately 650 employees, as well as a sizeable community of casual workers, volunteers and contractors across the College.

This is a busy and varied role providing accurate and efficient support across three key areas: HR administration, compliance and recruitment.

A significant part of the role is ensuring detailed HR and safeguarding processes are completed accurately and consistently, with required checks carried out and compliant records maintained. The HR Assistant also provides day-to-day HR administration, supports recruitment activity during busy periods and is often a first point of contact for staff, managers and new joiners.

The role requires excellent attention to detail, a systematic and organised approach, and strong communication skills. The successful candidate will enjoy working as part of a team and providing a responsive, helpful and professional HR service.

Role Details

Reporting to:
Head of HR

Period of employment:
Permanent

Hours of work:
37.5 hours per week, Monday to Friday, with a one hour unpaid lunch break per day.
Normal working hours are 8.30am to 5.00pm.

Salary:
£34,000 - £36,000 per annum

Key Dates

Applications close at 9.00am on Monday 14 September 2026





Role details

→ [Get in touch](#)

Job description

HR Administration

- Respond to queries from staff, managers and new joiners in a helpful, professional and timely manner, resolving straightforward queries and directing others appropriately.
- Maintain accurate and up-to-date employee information on iTrent and electronic personnel files, ensuring records and documentation are stored securely and appropriately.
- Prepare contracts of employment, offer letters, contractual documentation and other HR correspondence accurately and promptly.
- Process employee changes and leavers, including preparing documentation, liaising with Payroll and arranging exit interviews where appropriate.
- Monitor key HR dates and processes, including probation reviews and appraisals, and prepare and distribute relevant documentation.
- Administer the College's benefits, including the medical cash plan.
- Identify opportunities to improve administrative processes and ways of working, contributing to an efficient and high-quality HR service.

Compliance

- Coordinate and complete comprehensive pre-employment vetting and safeguarding checks for new staff in accordance with KCSIE and safer recruitment requirements, escalating concerns or exceptions as appropriate.
- Establish and maintain clear systems to ensure all requirements are completed accurately and within required timescales.
- Monitor outstanding checks and documentation, proactively following up with candidates, staff and managers and keeping HR colleagues informed of progress or issues.
- Ensure new joiners complete all required mandatory pre-employment training, including safeguarding.
- Monitor completion of mandatory HR refresher training for existing staff and follow up where required.
- Process DBS renewal checks for existing staff, including submitting applications, tracking progress and recording or escalating outcomes.
- Maintain accurate and complete vetting records on iTrent, personnel files and the Single Central Register (SCR).
- Support regular data checks, cleansing and audits to maintain accurate and compliant HR records.



Recruitment

- Provide efficient administrative support throughout the recruitment process, ensuring candidates receive timely and professional communication.
- Coordinate interview arrangements, including schedules, candidate correspondence and practical arrangements.
- Prepare and send recruitment correspondence to candidates and hiring managers throughout the process.
- Welcome candidates attending interviews and help provide a positive and professional experience at the College.
- Collate, record and securely retain interview documentation, maintaining accurate and up-to-date recruitment records and data.

Additional Duties

- Welcome and assist visitors to the HR Department, and queries to the shared inboxes, responding professionally to general enquiries.
- Handle personal and confidential information with discretion and in accordance with data protection requirements and College policies.
- Provide administrative support to Payroll and the wider HR team as required.
- Support HR projects and colleagues during busy periods, contributing to the effective running of the department.
- Undertake other reasonable duties appropriate to the role as requested by the line manager.



Person specification

Essential Qualifications and Experience

- Experience of working in an office environment and administering detailed processes where accuracy and deadlines are important.
- Experience of managing a varied workload, prioritising effectively and meeting deadlines.
- Experience of working collaboratively and flexibly as part of a team.

Desirable Qualifications and Experience

- An interest in, experience of or relevant qualification in HR.
- Experience of working in a compliance-focused administrative role.
- Previous experience of working in a school or education environment.

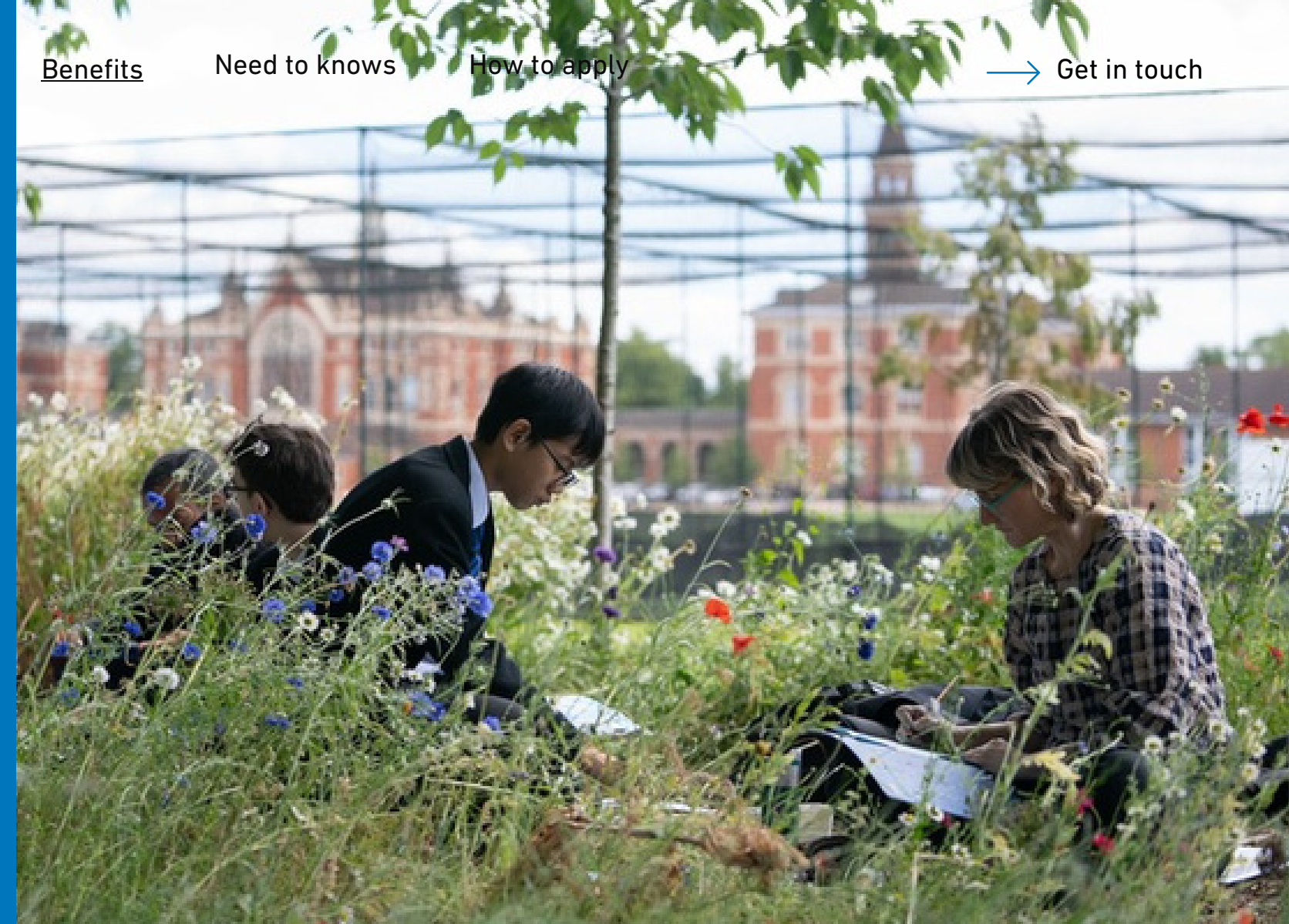
Essential Technical Skills

- Good working knowledge of Microsoft Office applications, particularly Word and Excel.
- Experience of using a computerised information or record-management system; experience of iTrent would be an advantage.

Personal Qualities

- Highly organised, with the ability to manage competing priorities and work effectively to deadlines.
- Excellent accuracy and attention to detail.
- Able to handle sensitive and confidential information with discretion.
- Strong interpersonal skills and the ability to build positive working relationships with a wide range of people.
- A positive, flexible and practical approach to work.
- Excellent written and verbal communication skills.
- A collaborative approach and willingness to support colleagues.

College Community and benefits



Make your money go further

- Contribution pension scheme.
- 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 (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 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



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