

## Information for Candidates

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Sports Club Casual Receptionist





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## Welcome

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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 the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne  
Master



## The College

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Dulwich College is an academically selective independent boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II\* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website [www.dulwich.org.uk](http://www.dulwich.org.uk)





## Vision, Values and EDI

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### Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

### Values

Our values are purpose, kindness and joy and through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

### Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



## The role

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The Sports Club at Dulwich College is enjoyed by pupils, staff and members, usually from the local community. During the school day the Club is used by pupils and in the evening it is open to members. There are currently over 2000 members who enjoy the extensive sports facility and the professional service offered by our team.

The Sports Club is managed by the Sports Club Manager who is supported by the Deputy Sports Club Manager and the Duty Managers.

The admin team, including the Sports Club Receptionists are led by the Sports Club Administrator. The Receptionists provide an efficient and friendly service to everyone using the facilities. Receptionists assist with administrative duties and work as relievers when required to cover absence.

We are seeking to recruit casual (zero hours) team members who will cover for colleagues on leave or unable to work from time-to-time. Casual Receptionists will be a strong position as and when contracted shifts become available.



## Job description

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### Job title

Sports Club Receptionist

### Reporting to

Sports Club Administrator

### Period of employment

Casual work

### Hours of work

Zero hours, working as and when required to cover team members who are on leave or unable to work.

### Salary

£14.28 per hour

### Duties and Responsibilities

#### Reception

- To staff the front desk and be the first port of call for people entering the club or contacting the Club
- To supply members and visitors with appropriate information on programmes and activities
- Taking payments, issuing receipts and recording details as per financial procedures
- Assist DC students with information, sports equipment and other matters
- To answer telephone calls promptly and either transfer them to colleagues, or deal directly, as appropriate

#### General

- Any other duties that may reasonably be required to assist in the running of the Sports Club

#### Administration

- To handle requests for information and ensure adequate stocks of leaflets,





membership forms, etc. are always available

- To help with regular mail shots, photocopying, telephone calls, etc
- To help with general administration (filing etc.) and maintenance of course lists
- To assist with the administration of the Sports Club membership system
- To pass on requests for facilities bookings to the Sports Club management
- Attend Receptionist meetings as and when required

#### Security

- To monitor access to the Sports Centre and operate the electronic access system

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

**References:** The appointment is subject to receipt of references satisfactory to the College.

**Police Clearance:** The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service.





Person Specification			
	Essential	Desirable	Assessment
Educated to minimum GCSE x 5 subjects, preferably A Level x 2 subjects	X		Application
Knowledge of Microsoft Office packages, especially Word and Excel	X		Application
Willingness to learn the IT systems: CRM (Scuba), Access Control (NET2) and Bookings.	X		Application
First Aid at Work Certificate		X	Application
Willingness to learn the IT systems: CRM (Scuba), Access Control (NET2) and Bookings.		X	Application

Personal Qualities			
Flexible approach to working hours and duties	X		Interview
Excellent interpersonal and customer care skills, including a pleasant manner	X		Interview
Good communication skills and ability to interact well with Dulwich	X		Interview
College staff and students as well as members of the Sports Club and other external users	X		Interview
Reliability and punctuality	X		Interview
Good team worker	X		Interview

# Employee Benefits Supporting Our Operations Team

\* Terms & Conditions apply  
\*The benefits offered aren't contractual and may occasionally be updated



## Help to make your money go further

Generous pension contributions  
The College matches contributions up to 10% of salary

Lunches  
Join colleagues for a free lunch at the school cafeteria, or pick up and take-away if you're busy

Eat out at a discount  
Sign up to a TasteCard to receive significant discounts at many high street and local restaurants, as well as coffee and pizza delivery discounts

Retail discounts  
Retail discounts are available through SimplyHealth (automatic membership) and you can sign up to CostCo and TasteCard membership for discounts at CostCo and other high street retailers and major supermarkets

Fee remission  
Receive significant discount on fees at Dulwich College, Alleyns, JAGs and DUCKS (normal admissions process applies)

## A hand with your wellbeing

SimplyHealth Cash Back Scheme  
A scheme that gives cash back to cover some health expenses, including dental, physio, eye exams and prescriptions

Telephone GP Support  
24/7 access to online GP consultations, providing advice, diagnosis, referrals and ongoing support

EAP (Employee Assistance Programme)  
A 24/7 counselling and advice helpline offering guidance on emotional, financial and relationship matters

Membership of our sports club  
Free family membership at Dulwich College Sports club

Eye tests  
Free tests for regular computer users and a contribution to glasses needed as a result of VDU use

Flu vaccinations  
Free seasonal flu vaccinations, delivered on site

## Support for your life outside Dulwich College

Increasing annual leave  
All-year-round roles have 5 working weeks of holiday, rising to 6 weeks after 5 years' service

Enhanced family leave  
To support your family when you welcome a new addition

A new baby perk  
A cash contribution from SimplyHealth when you welcome a new baby to your family

Time off for IVF and assisted conception  
Up to 5 days off to attend key appointments

## Help should the unimaginable happen

Life insurance  
Everybody in one of our pension schemes has life insurance automatically, should the worst happen

Accident insurance  
A policy that pays benefits following an accident resulting in permanent disability or dental damage

## Help with your commute

Bike to work  
A tax efficient way to buy a new bike for your commute

Onsite parking  
If you need to drive to work, you'll find free parking onsite

## A boost to your social life

Social activities  
Social activities run throughout the year ranging from Burns nights to book clubs, from a summer party to staff quizzes

Free entry to Dulwich Picture Gallery  
Show your staff pass for free entry to the Picture Gallery

Discount at Dulwich Golf Club  
Show your staff pass to receive the discounted 'Member's guest' rate

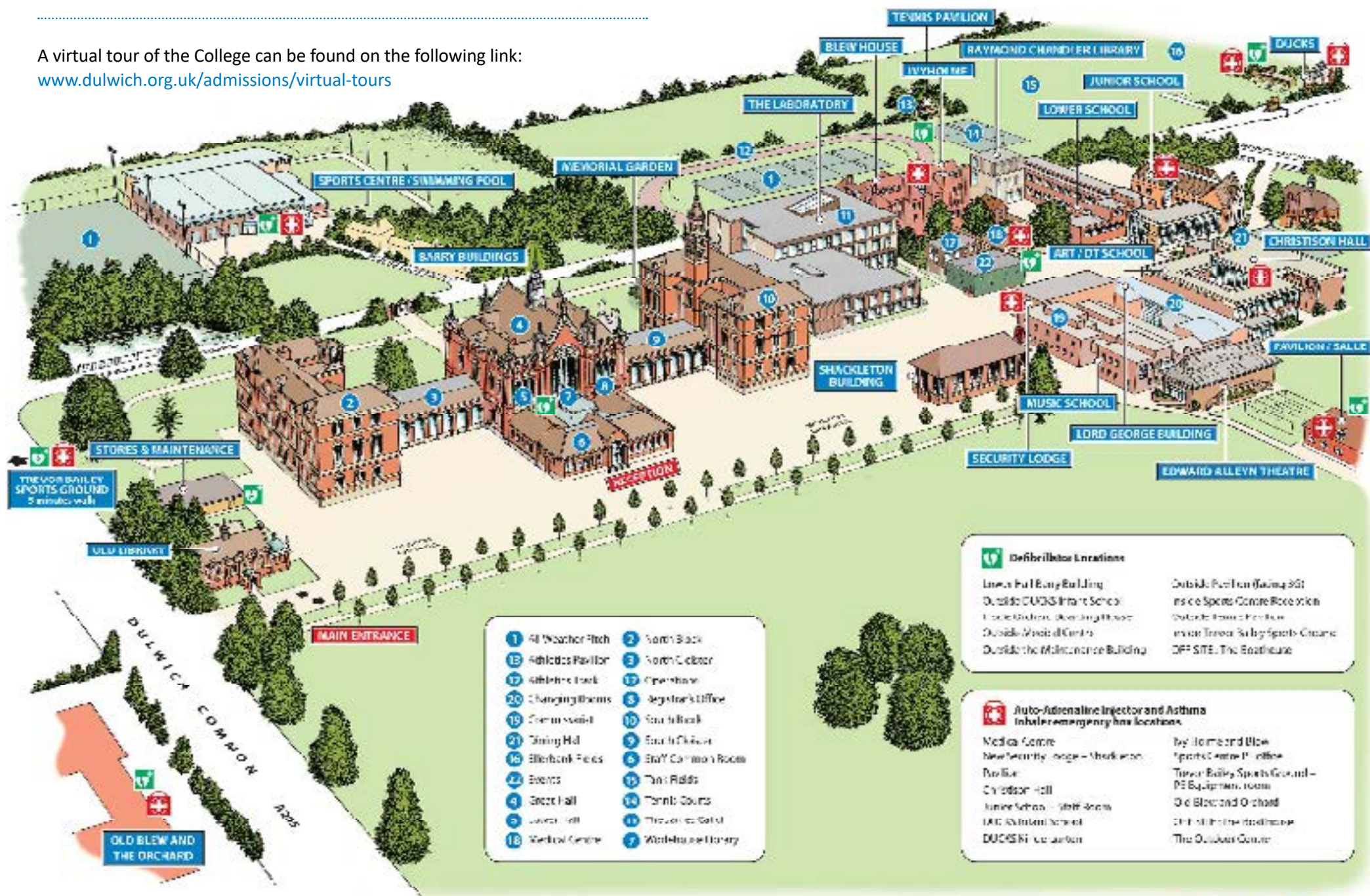
Discounts for private functions  
Significant discounts for events are available (dependent on availability)



# Campus map

A virtual tour of the College can be found on the following link:

[www.dulwich.org.uk/admissions/virtual-tours](http://www.dulwich.org.uk/admissions/virtual-tours)





# Application Procedure

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

## Closing date

Wednesday 7 January 2026

## Interview date

Week commencing 12 January 2026

## Start date

As soon as possible

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





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