

DULWICH COLLEGE
FOUNDED 1619

Sports Club Duty Manager

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.



Role Details

Job description

Job title

Sports Club Duty Manager

Reporting to

Sports Club Deputy Manager

Period of employment

Permanent

Hours of work

Full time - 40 hours per week including regular evenings & weekends.

Salary

£33,883 per annum

Role Overview

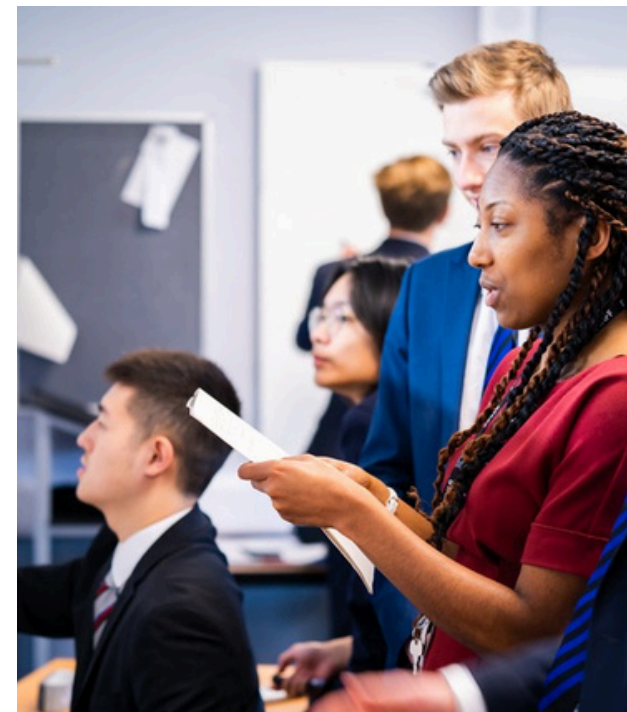
Working as part of the Sports Club management team, the Sports Club Duty Manager is responsible for the day-to-day operation of the Sports Club, acting as Deputy in the absence of the Sports Club Manager, taking responsibility for operational decision-making and ensuring all policies and procedures are consistently upheld, as well as supporting the wider leadership team in delivering key aspects of club operations.

The Sports Club Duty Manager will also provide leave cover for other Duty Managers as part of an on-call rota system.

The successful candidate must hold, or be prepared to obtain, a National Pool Lifeguard Qualification and National Pool Plant Operator certificate.

Key Responsibilities

- Manage the standard and emergency operations of our Sports Club facilities (Sports Centre wet and dry side, Trevor Bailey Sports Ground and outdoor facilities).
- Manage the activity programme and external lets, ensuring smooth transitions and maintaining a high level of customer satisfaction.
- Monitor and manage the performance & presentation of all staff, ensuring excellent service standards are maintained at all times.
- Maintain the Sports Club building and equipment in accordance with current Health and Safety requirements, ensuring that building and equipment defects are reported appropriately and made safe until repaired.
- Maintain a high standard of cleanliness and tidiness at all times.
- Complete all opening/closing procedures, including safety checks, presentation walks, and handover documentation.
- Maintain regular checks on Swimming Pool water quality and record results according to procedures.
- Act as first responder for all emergency and EAP incidents, ensuring calm, compliant, and effective management of any safety or operational issues.
- Assist Reception as necessary, including carrying out Reception duties during busy periods and providing support in dealing with customer enquiries regarding membership, bookings, complaints etc.
- Carry out cashing-up duties, ensuring that financial procedures are followed at all times.
- Assist the Sports Club Manager in dealing with administration and management issues as part of personal development.





Additional Duties

- Coaching and supervision of activities within the Sports Club programme (as appropriate to qualifications and experience).
- Lifeguarding duties (in the absence of the Sports Assistant or other suitable cover).
- Attending staff meetings and staff training sessions when required.
- Carrying out other duties as may reasonably be required by the Sports Club Manager or Deputy Manager.



Person Specification

	Essential	Desirable	Assessment
National Pool Lifeguard Qualification (NPLQ)	Y		Application form
National Pool Plant Operator certificate	Y		Application form
IOSH Qualification		Y	Application form
Health & Safety Level 2 Award		Y	Application form
Sports Coaching Qualifications		Y	Application form
Community Sports Leadership Award		Y	Application form
NPLQ Trainer/Assessor Award		Y	Application form
Strong team player with the ability to collaborate effectively with colleagues	Y		Application form Interview
Ability to work independently, using initiative and maintaining composure under pressure	Y		Application form Interview
Excellent customer service and communication skills	Y		Application form Interview
Proactive and willing to take on responsibility, with a commitment to learning and development	Y		Application form Interview
Confident decision-maker, with the ability to make informed judgements when deputising	Y		Application form Interview
Ability to use relevant ICT effectively e.g.MS Office suite	Y		Application form Interview
Willingness to promote the safeguarding and welfare of pupils	Y		Interview



Application Procedure

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

Closing date

Wednesday 20th May 2026

Interview date

1st round interviews will take place in person - date TBC

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

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.
- 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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