



DULWICH COLLEGE
FOUNDED 1619

Central Supply & Inventory 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.

Central Supply & Inventory Assistant

This role is responsible for maintaining the accuracy, security and effective control of centrally managed stock and assets. The postholder will oversee the day-to-day receipt, storage, recording, issue and distribution of stock, ensuring robust inventory controls, accurate records and effective internal charging processes.

The role is essential to ensuring stock is available when required, managed efficiently and cost-effectively, and maintained in accordance with operational, financial, audit and compliance requirements.

Please note this is a **non-buying** role. Supplier selection, procurement decisions, contract management and price negotiations remain the responsibility of the Buying Team.

Core accountability: To ensure the right stock is in the right place at the right time and accurately accounted for, securely managed and controlled in line with organisational requirements.

Role Overview

- 6 month fixed term contract
- 25 hours per week, 8am-2pm
- £15.44 per hour
- Reporting to: Stock Control & Sales Manager





Key Responsibilities

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Central Inventory Management

- Take responsibility for the day-to-day management and control of centrally held stock, including educational supplies, uniforms and PPE, cleaning and catering consumables, maintenance stock, and retail and online store products.
- Maintain accurate inventory records using approved stock management systems.
- Ensure all goods are received, checked, recorded, stored and issued through authorised processes.
- Monitor stock levels and support the maintenance of appropriate minimum and maximum stock holdings.
- Ensure stock is stored safely, securely and in accordance with relevant policies and procedures.
- Maintain clear, accurate and up-to-date records of stock movements and transactions.

Inventory Control and Compliance

- Maintain high standards of inventory accuracy and data integrity.
- Support cycle counts, annual stocktakes and internal or external audit requirements.
- Investigate stock discrepancies, support corrective actions and work with Finance and operational colleagues to resolve issues.
- Monitor and report inventory variances, identifying trends, risks and opportunities for improvement.
- Prevent unauthorised or unrecorded stock movements and escalate concerns through the appropriate channels.
- Ensure relevant storage and handling requirements are followed, including those relating to COSHH-controlled and other regulated stock.

Security and Risk Management

- Maintain secure stock storage areas and follow appropriate access control procedures.
- Support the secure management and accountability of uniforms, keys, equipment, alcohol and other controlled stock or assets.
- Work collaboratively with Security, Health and Safety, Safeguarding and other relevant teams to minimise operational risks.
- Ensure stock handling, storage and issue practices comply with organisational policies and procedures.
- Report losses, damage, security concerns or other irregularities promptly.

Role details

Key Responsibilities

Operational Support and Collaboration

- Provide accurate stock and usage information to support forecasting, planning and replenishment activities.
- Identify slow-moving, obsolete or high-risk stock and contribute to stock optimisation initiatives.
- Build effective working relationships with departments across the organisation to support timely and efficient stock distribution.
- Respond to internal stock and supply enquiries professionally and efficiently.
- Support accurate internal charging, stock allocation and reporting processes, working with Finance and relevant departments as required.

Uniform and Asset Administration

- Maintain accurate issue and return records for uniforms, PPE and other organisation-owned equipment.
- Support the management of damaged, lost or unreturned items in accordance with organisational procedures.
- Ensure issued assets are appropriately recorded and traceable.
- Promote accountability and consistent record keeping throughout the asset issue and return process.

Continuous Improvement

- Contribute to the development and improvement of stock control systems, processes and procedures.
- Promote best practice in inventory management, stock security and asset accountability.
- Identify opportunities to improve efficiency, reduce waste, strengthen controls and enhance service standards.
- Support the implementation of changes to systems and working practices as required.



Role details



Person specification

Essential Qualifications, Skills and Experience

- Previous experience in a stock control, stores, warehouse, logistics, inventory or retail environment.
- Experience receiving, storing, picking, issuing or controlling stock.
- Experience maintaining accurate records and using inventory management or stock control systems.
- A commitment to providing a high standard of service to internal and external customers.
- Good numeracy skills and strong attention to detail, with the ability to maintain accurate and reliable records.
- Competent IT skills, including Microsoft Office applications and electronic stock management systems.
- Ability to organise and prioritise workloads, manage competing demands and meet deadlines.
- Ability to work independently and collaboratively as part of a team.

Desirable Qualifications, Skills and Experience

- Experience supporting stocktakes, audits or inventory reconciliation processes.
- Experience managing PPE, uniforms, consumables or controlled stock items.
- Knowledge of inventory control principles, stock rotation and safe storage practices.
- Awareness of COSHH requirements and the safe handling and storage of relevant materials.



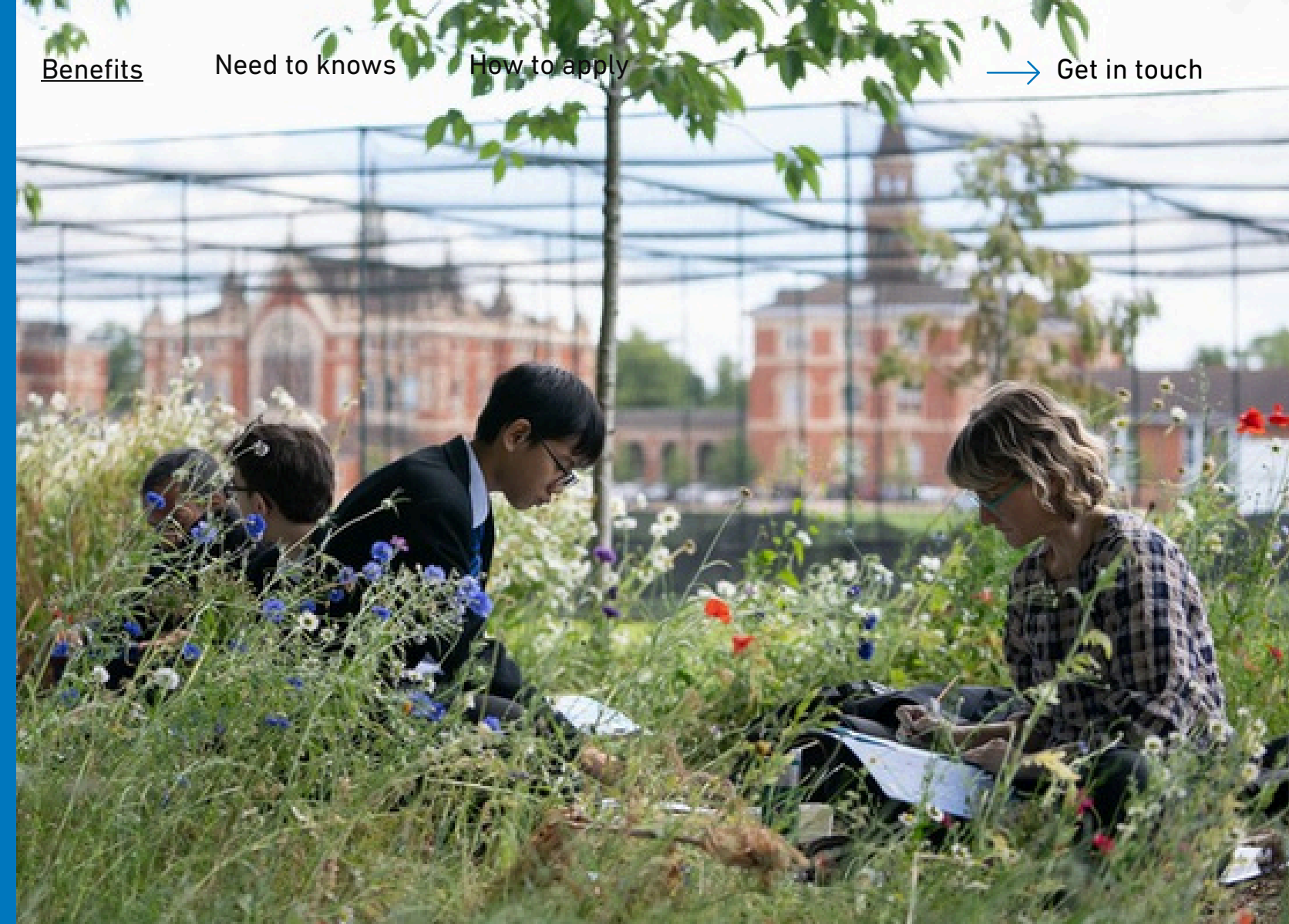
Personal Qualities

- A service-oriented approach and commitment to providing reliable, effective support.
- Strong attention to detail, accuracy and organisation.
- Professionalism, honesty, integrity and accountability, particularly when handling organisational assets, stock and information.
- Effective communication and interpersonal skills, with the ability to build positive working relationships across departments.
- A collaborative and flexible approach, with a willingness to support colleagues and wider operational needs.
- The confidence to identify and challenge poor practice constructively and professionally.
- A proactive mindset, with the initiative to identify risks and opportunities to improve processes and ways of working.
- The ability to remain calm, organised and effective under pressure and during busy periods.
- Reliability, dependability and a positive attitude towards work and continuous improvement.
- A commitment to safeguarding, Health and Safety, equality and all relevant organisational policies and compliance requirements.

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).

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.

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



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

