

| DULWICH COLLEGE
FOUNDED 1619

Information for Candidates

Higher Education Administrator





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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 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 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



Vision, Values and EDI

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.



Katy Millis
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the College's utilities portfolio. My interest in Climate Change along with my role in the acquisition of the College's energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Colm O Siochru
Head of Upper School

I came to Dulwich – and to teaching – following graduate study in History. Although I'd done some undergraduate tutoring and taught on summer schools for 6th Formers considering History at university, I had limited experience in a classroom setting when I first came to interview. The pupils, and the warm, collegial atmosphere set me at ease. The College took a punt on me, trained me to teach, and helped me harness what skills and passions I have to become the best teacher I could be. There's a real system of support: from Staff Tutor and Head of Department to the camaraderie of colleagues and mentors interested in your career progression. After three years here, I became Head of History; four years later, I've taken on a new challenge as Head of Upper School. Dulwich College is a busy and demanding place to work – but if you want to teach at an institution that values intellectual ambition, personal development, and social mission, a very rewarding one, too.



Jo Foster
Upper School Registrar

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



Alice Gardiner
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.



The role

The Higher Education Administrator supports the Director of Higher Education in the day-to-day running of the department. The administrator will be centrally based within the Upper School hub and will coordinate much of the department's documentation, spreadsheets and publications. A fundamental aspect of the role will be the regular collaboration with departmental staff and with teaching and operational colleagues in the wider College.

85+

clubs and societies
representing enthusiasm,
innovation and diversity

150+

visiting speakers at the
College every year

200

pupils at Dulwich have free
or subsidised places



Job description

Job title

Higher Education Administrator

Reporting to

Director of Higher Education

Period of employment

Permanent

Hours of work

Part time. Applications will be considered for 60% of a week.

This role is term time only including INSET days and two weeks in the College holidays

Salary

£36,050 per annum (FTE) depending on experience

Core duties

- To promote and coordinate key departmental events, e.g. the Futures Convention, Year 11 Universities' Evening, Year 12 Beyond Dulwich Evening and Year 13 UCAS Day in liaison with the Director of Higher Education and Head of Careers; this includes all facilities arrangements and set-up, correspondence, catering, sourcing guests, updating documentation, compiling presentations
- To maintain the Beyond Dulwich website, including departmental policy documents on the external website; and manage all departmental data for different College uses (website, publications, presentations)
- To assist the Higher Education team in checking and overseeing UCAS applications



- To assist during A-level results week: updating spreadsheets and attending meetings as necessary; this includes managing the Leavers' Destinations list and data, overseas outcomes, information for Governors and Academic Team, and digital filing of UCAS forms

Additional duties

- To support the Director of Higher Education in maintaining all application spreadsheets, including predicted grades, bursaries and scholarships, Early and Regular applicant lists
- To assist in producing guidance documents for admissions tests for Early Applicants; and oversee scholarship applications; and prepare correspondence with university departments for pupils' extenuating circumstances
- To oversee the production of departmental booklets, e.g. Middle and Upper School handbooks in liaison with departmental staff; and coordinate departmental correspondence, Dulwich Posts, Higher Education year calendar
- To maintain the Unifrog subscription and UCAS administrative requirements in liaison with departmental staff; and manage the departmental budget in liaison with the Director of Higher Education
- To liaise with the external Careers Adviser, overseeing timetabling, rooming and invoices
- To provide information for pupils, College staff and societies
- To attend meetings and carry out other reasonable duties requested by the Director of Higher Education and the Head of Careers



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

- Sound knowledge of the UK Higher Education system
- Competent use of standard computer packages to include Word, Excel and Outlook
- Excellent interpersonal and communication skills

Desirable

- The capacity to solve problems and make clear decisions
- A flexible approach in terms of work, changes and participation
- The ability to work equally well on own and in collaboration with others

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)



Application Procedure

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

Closing date

Sunday 23 November 2025

Interview date

Wednesday 26 November 2025

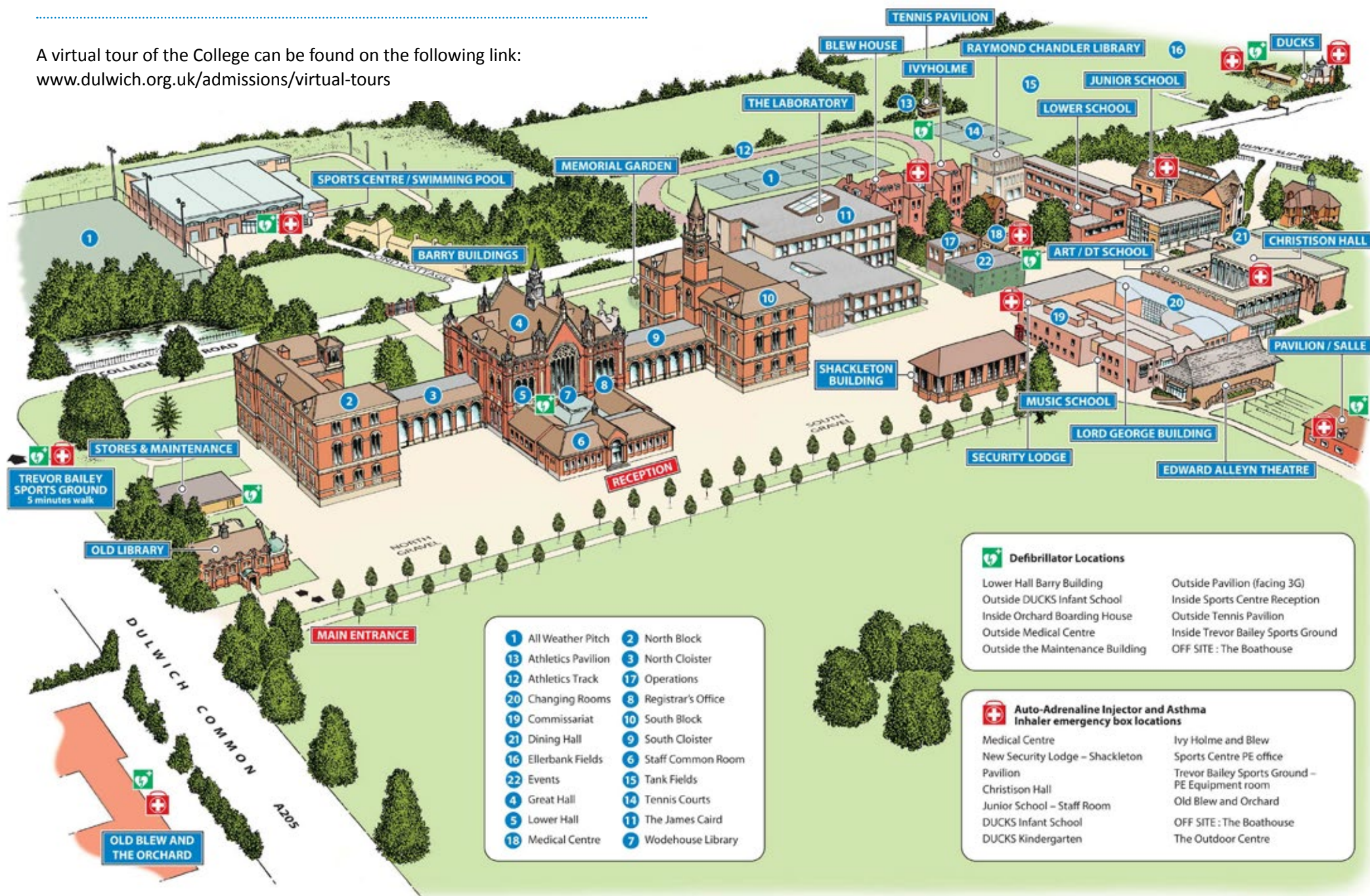
Start date

January 2026

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

Campus map

A virtual tour of the College can be found on the following link:
www.dulwich.org.uk/admissions/virtual-tours





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