



DULWICH VILLAGE CHURCH OF ENGLAND INFANTS' SCHOOL
DULWICH VILLAGE, LONDON SE21 7BU
TEL (020) 7525 9233

Website www.dulwichvillageinfants.co.uk
E-Mail: office@dulwichvillage.southwark.sch.uk

ADMINISTRATION OFFICER – immediate start Sept' 2025
COME AND JOIN THE TEAM AT DVIS!
8:30-4pm weekdays & term time only
Grade 5 Scale 6 - £23,836.40 per year

We are looking for a motivated and charismatic Administration Officer to join the team. You will be front of house, welcoming parents and children to the school as well as supporting the smooth running of DVIS through excellent communications and utilising systems that underpin the work of the School's day to day life.

If you are excited about the opportunity to work in a setting where you can really flourish too – please apply!

Application packs can be obtained by visiting our website
www.dulwichvillageinfants.co.uk.

If you would like to visit the school the week beginning the 1st September, please contact the office on the number above. Information about the school can also be found on the website.

Dulwich Village CE Infants' School is committed to the principle of equality of opportunity and is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS Check.

DVIS is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently under represented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Application deadline: 8th September 2025 12noon
Interviews: 15th September 2025