

**Sports Club Administrator (Full Time)**

**£35,740 per annum**

Dulwich College is a beautiful and prestigious boys’ school in south London with a 400-year history. The sporting programme for students is extensive and the wonderful facilities are open to the local community via The Sports Club. An opportunity has arisen to join the Sport Club leadership team.

The successful candidate will take overall charge of the Sports Club administration, ensuring the efficient operation the Sports Club office. This is a key position, reporting directly to the Sports Club Manager and managing the Administrative Assistant and the Reception team. The duties range from HR and payroll to invoicing, team leadership and pastoral engagement.

We are seeking a friendly, outgoing person with excellent communication skills.

A good knowledge of MS Office is important, together with the ability to adapt to the software systems of the club. An interest in sports, health and leisure would be an advantage, as would previous experience working in a leisure organisation.

A full training programme will be provided.

**Closing Date: 4:00pm on 30 April 2024**

Further details are available from <https://mynewterm.com/jobs/100861/EDV-2024-DC-26494>

We are committed to safeguarding and promoting the welfare of children. A DBS Disclosure is required to enhanced level. Charity: 1150064