

DULWICH COLLEGE
FOUNDED 1619

Information for Candidates

Sports Club Administrator





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Welcome

Dear Potential Applicant

Thank you for your interest in working at Dulwich College. We are a school committed to providing a wealth of opportunities to pupils and colleagues within a nurturing, equitable and caring ethos.

The College is served by a dedicated and increasingly diverse staff body, comprising some 250 teachers and over 350 operational staff colleagues, who work with a pupil body of around 1,850 across the Senior and Junior Schools and in our co-educational nursery and infant school at DUCKS.

Dulwich College is committed to an ambitious educational vision and social mission: our educational vision is to provide an inspiring education based on the primacy of the classroom within a holistic education; our social mission is to provide access to our education for children of all backgrounds through our bursary provision and the partnership and outreach work carried out by pupils and staff. There are currently over 200 pupils at the College benefiting from means-tested bursary support and we have an ambition to increase this number in the years ahead.

Through the work of our Equity, Diversity and Inclusion (EDI) Forums, wider Pupil Voice initiatives and our forward-looking approach to sustainability, our ethos is one of equity, diversity and inclusion for our pupils and colleagues.

Do read the profiles of some of our staff in this candidate pack, where you'll also find details of some of the benefits of working at Dulwich College. We are committed to providing an excellent place to work where staff can develop their expertise and experience.

You can find out more about every aspect of a College education and our commitment to our wider community on our website www.dulwich.org.uk

As ever
Dr Joe Spence
The 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:

Equity for all;
Respect for all; and
Service engagement of all.

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 Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges 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.



Leslie Okyne
Transport Manager

My role in my previous company as a Sales manager in a passenger transport firm meant that I had to manage a few accounts, including Dulwich College's (Foundation Schools' Coaches) account, as we supplied them with daily coaches. When I bumped into the Transport Manager role on the Indeed website, I did not hesitate to apply for the job, and was very chuffed when I was successful. Working in this capacity has taught me a lot in five years, and Dulwich College has allowed me to blossom into a more responsible individual. Working here has enabled me to acquire new leadership skills and has taught me how to adapt quickly to change.



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.

“Pupils are exceptionally adept at developing learning styles that suit them individually”

ISI Report, Nov 2021



The role

Sports Club Administrator

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 of 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.

60+
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

“Pupils of all ages develop excellent knowledge, understanding and skills benefiting from well-structured, engaging lessons”

ISI Report, Nov 2021

“We encourage the boys to question everything, to be as empathetic as possible and strive for excellence in everything they do.”

Sameer Tanna,
Head of Middle School



Job description

Job title

Sports Club Administrator

Reporting to

Sports Club Manager

Period of employment

Permanent

Hours of work

Full time, 40 hours per week , normally weekdays 9am to 5pm or adaptive to the role (30 minutes unpaid lunch) and covering Reception occasional evenings/weekends as necessary.

Salary

£35,740 per annum

Annual Leave

28 days per annum (increasing to 33 days after completion of five years' service) pro-rated to actual hours worked including Bank Holidays. The financial equivalent of leave entitlement has been calculated and included in the percentage salary quoted above.

Core Duties

Reception

- Line manage Receptionists to ensure cover is maintained throughout the Sports Club opening hours
- Prepare and maintain monthly Receptionists rota
- Ensure that College financial procedures are adhered to by all club staff
- Ensure all Reception staff are kept up-to-date with changing documentation and procedural changes
- Carry out the annual reviews for the Reception team, following up on action plans
- Ensure adequate supplies of stationery, forms, blank membership/user



cards, and other administrative consumables including Axiom

- To assist with enquiries at Reception or via telephone/mail/email. Monitor and respond to membership enquiries via the Sports Club email inbox

External Lets

- Full responsibility for processing monthly invoicing of external hirers through the computerised booking system (Priava). Follow-up on overdue payments, suspending bookings where necessary
- Liaise closely with regular hirers of the facilities regarding date changes, additional bookings and start/end dates of regular lets
- Input Sports Club events and activities to Priava where required
- Arrange licences/deposits for hirers where applicable

General

- Process monthly pay claims of overtime for contracted staff, along with claims for casuals/instructors etc., maintain records and submit details to Payroll
- To mail out requests for information and ensure adequate stocks of leaflets, membership forms, etc. are always available
- To help with regular mail shots, photocopying, printing etc.
- To complete the daily banking and income/admission reports as required by the Sports Club Manager
- Manage the PDQ card machine as required by the Finance department
- Maintain a well-organised up-to-date filing system, retaining financial archives as required by law
- Maintain all archived filing
- Attend all departmental meetings and produce action notes for circulation
- Liaise with equipment suppliers (or central departments) in order to maintain all administrative equipment in working order e.g. computers, printers, photocopier, laminator etc.
- Ensure compliance with EU General Data Protection Regulations throughout the Sports Club
- Assist with promotions and organisation of social events
- Attend Operation Committee meetings and report issues arising to the monthly management meeting



- Manage annual leave and sickness records for all club staff
- Produce monthly reports for the Sports Club Manager
- Act as Training Coordinator for the department, maintaining records and arranging training sessions as required
- Arrange and take Staff Inductions ensuring fully compliant before starting
- Maintain/collate Staff Matrix which tracks all staff training i.e. Fire Safety Training/Anaphylaxis and Safeguarding updates (does not apply to Sports Assistant's Lifeguard training which is collected by another member of staff)
- Ensure the welfare of all staff is maintained (Confidentiality at all times)
Open door policy
- Maintain and provide uniform stock/orders for staff where required

HR Liaison

- Liaise with the HR Department regarding staff recruitment and ensure that College policies are adhered to. Ensure that no new staff start work before the HR Dept clearance email has been issued
- Attend monthly update meeting with a HR advisor
- Arrange Sports Club interviews/follow-ups and DBS processes
- Record keeping of all documents sent to HR for processing

Other Duties:

- Assist the Sports Club Manager with other administrative issues as part of a continuous personal development (CPD) plan
- To identify inefficiencies and weaknesses in the department's systems and procedures, and to highlight these and potential improvements to the Sports Club Manager in the first instance
- Other tasks and duties commensurate with the position as required by the Sports Club Manager from time-to-time
- Assist the Duty Managers with administrative tasks as required and appropriate



Essential Qualifications and Experience

- GCSE minimum 5 passes at grades 4-9
- Minimum three years' experience of working in an administrative capacity

Desirable Qualifications and Experience

- Educated to A-Level standard
- ECDL (European Computer Driving Licence)
- First Aid at Work

Essential Technical Skills

- Full working knowledge of Microsoft (particularly Word and Excel)
- Some knowledge of PowerPoint
- Experience of working with a computerised booking system, preferably Priava
- Excellent typing/IT skills

Essential Qualities and Personal Attributes

- Excellent communication skills
- Well organised and task orientated
- Attention to detail
- Adaptable and flexible approach to duties
- Capable of working to strict deadlines
- Able to focus in a busy operational environment
- Confidentiality

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).



Benefits

Financial

- Contributory Pension Scheme
- Fee remission for children at DUCKS, Dulwich College, JAGS and Alleyn's schools
- Paid sabbatical/ special projects leave
- Free travel on the Foundation Coach Service for staff
- Up to 10% discount at the Commissariat
- Discounted rates for private functions
- Subsidised accommodation, subject to terms and conditions

Health & Wellbeing

- Bupa Healthcare Cash-plan including Employee Assistance Programme
- Staff personal accident scheme, incorporating dental
- Enhanced holiday entitlement
- Free membership to Dulwich College Sports Club for staff and their children
- Enhanced sick pay
- Menopause support
- Free lunch, tea & coffee all year round

- Cycle to Work Scheme under salary sacrifice
- Contribution towards glasses, if needed for work purposes
- Discounted rates for use of the Outdoor Centre
- 50% off green fees at Dulwich Golf Club on weekdays

Family Friendly

- Enhanced maternity pay
- Enhanced adoption pay
- Enhanced paternity and shared paternity pay
- Enhanced bereavement leave
- Time off for IVF and Assisted Conception
- Flexible working arrangements including part-time and term-time working
- Priority over the children of non-staff for DUCKS

Social

- Staff events throughout the year, including the End of Year Party, New Starters and Leavers Governors Reception
- A variety of College wide performances and events
- Free Entry to Dulwich Picture Gallery (certain exhibitions are not included)

“If your child is gifted in one area, they will soar here. If they are a good all-rounder they will be encouraged to be a great all-rounder.”

Parent,
The Good Schools Guide

Application Procedure

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

Closing date

4.00pm Tuesday 30 April 2024

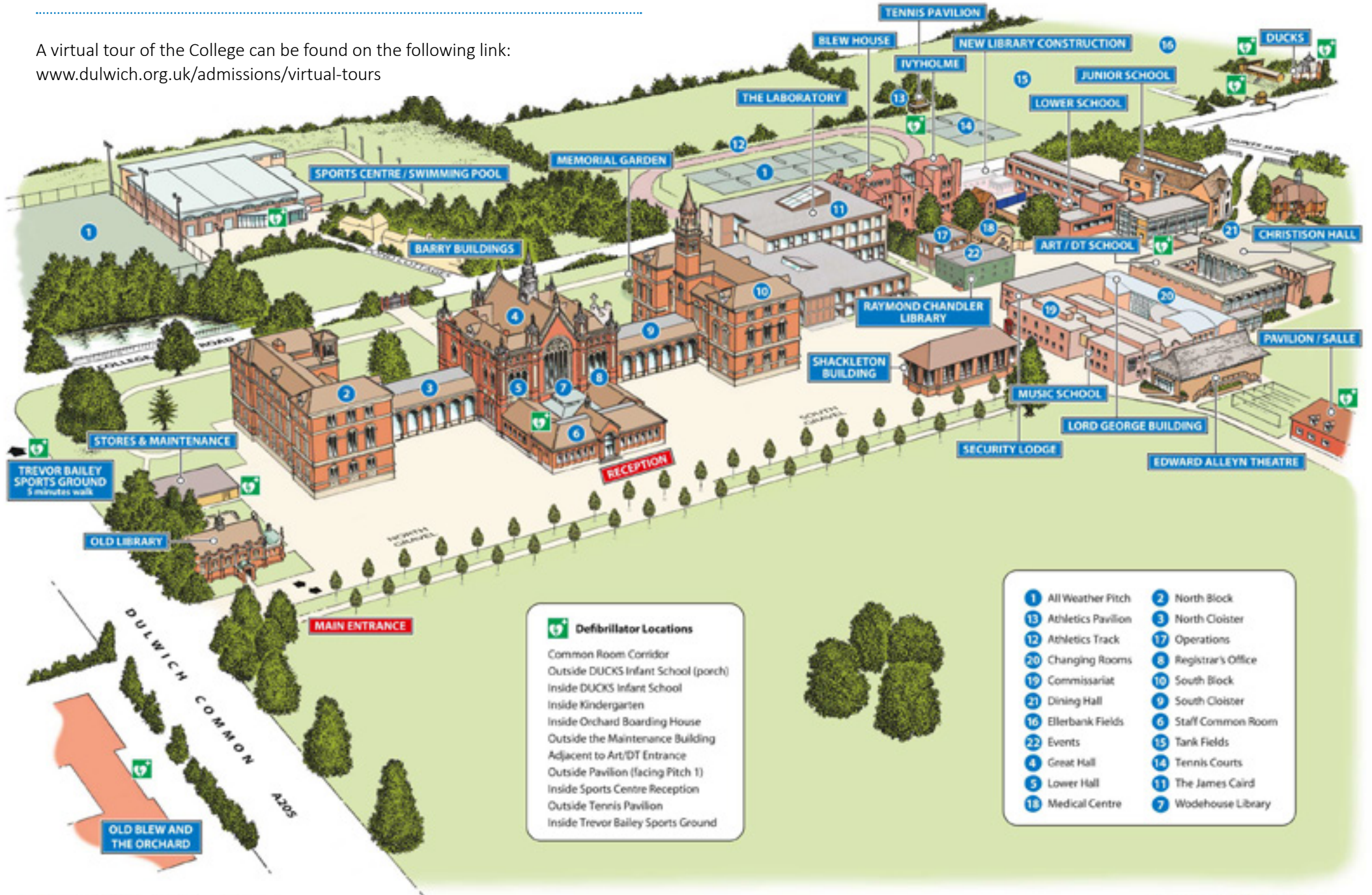
Interview date

Week commencing Monday 6 May 2024

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



Defibrillator Locations

- Common Room Corridor
- Outside DUCKS Infant School (porch)
- Inside DUCKS Infant School
- Inside Kindergarten
- Inside Orchard Boarding House
- Outside the Maintenance Building
- Adjacent to Art/DT Entrance
- Outside Pavilion (facing Pitch 1)
- Inside Sports Centre Reception
- Outside Tennis Pavilion
- Inside Trevor Bailey Sports Ground

- | | |
|-----------------------|----------------------|
| 1 All Weather Pitch | 2 North Block |
| 13 Athletics Pavilion | 3 North Cloister |
| 12 Athletics Track | 17 Operations |
| 20 Changing Rooms | 8 Registrar's Office |
| 19 Commissariat | 10 South Block |
| 21 Dining Hall | 9 South Cloister |
| 16 Ellerbank Fields | 6 Staff Common Room |
| 22 Events | 15 Tank Fields |
| 4 Great Hall | 14 Tennis Courts |
| 5 Lower Hall | 11 The James Caird |
| 18 Medical Centre | 7 Wodehouse Library |



DULWICH COLLEGE
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Independent School of the Year 2022
for Contribution to Social Mobility

