



ALLEYN'S

Appointment of

Lower School Administrator

Full Time, Term Time plus two weeks
From 3 September 2026

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming Lower School Administrator here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully



Mrs Jane Lunnon
The Head



About The Role

The Lower School Administrator at Alleyn's plays a key role in supporting the smooth and efficient running of the Lower School through the provision of high-quality administrative and general support. Working closely with the Head of Lower School and the wider team, which includes the Heads of Year, the Head of Lower School Pastoral, and Lower School tutors, the postholder ensures that all aspects of Lower School administration, ranging from correspondence and diary management to event coordination and record-keeping, are delivered with accuracy and efficiency.

The role holder will provide daily support for all activities within the Lower School by coordinating communications, maintaining pupil records, managing attendance reporting, and supporting parental engagement. Through strong organisational skills and a proactive approach, the Lower School Administrator helps ensure that the Lower School runs effectively, with a strong focus on supporting pupils' wellbeing.

The successful candidate will be highly organised, reliable, and adaptable, with the ability to manage a busy and varied workload. They will communicate clearly and professionally, demonstrate sound judgement, and take pride in delivering consistent, high-quality administrative support across all areas of the Lower School. They will also be part of the wider whole-school PA and Administration team and will participate in a termly team meeting to support effective communication and collaborative working.

Responsibilities of the Role:

- Act as a proactive presence and point of contact in the Lower School for parents, pupils and staff, especially during busy times, e.g. before and after school, during break and lunchtime.
- Support the Lower School team in dealing with diary management, including the Head of Lower School's diary, all Lower School correspondence, documents and general administration.
- Be responsible for daily absence reporting for Years 7 and 8 pupils in the morning and afternoon, including replying to requests for absence from parents, and keeping Reception aware of early leavers.
- Arrange ad hoc meetings between parents and the Lower School Management Team (LSMT), tutors, teachers, and the Access Inclusion and Mentoring (AIM) team.
- Support the Lower School team with the maintenance of pupil records, the assessment process, and other tasks as required.
- Prepare emails for Alleyn's Post (the parental email communication system).
- Support the upkeep and presentation of Lower School public areas, including assisting teachers with classroom displays, and liaising with teams such as Maintenance, Cleaning, Premises and Events, as well as other building users to ensure the effective day-to-day management of the Lower School environment.
- Set up and manage parents' evenings both online and in person using SchoolCloud.
- Support the preparation of pastoral and subject reports for the Head of Lower School, including proof-reading reports for tutors and the Head of Lower School.
- Provide administrative support for behaviour and attendance, including arranging detention communications, assisting with internal exclusions, and supporting attendance for Break Report.
- Attend and contribute to PAs' and Administrators' meetings, as well as Lower School tutor and LSMT meetings.
- Create Lower School tutor packs for the beginning of the school year and the Lower School tutor handbook.
- Assist with the admissions process: support the Registrar with the 11+ admissions process as required including preparation of the Lower School Survival Guide, showing prospective parents around the school, and assisting with 11+ entrance exams and Open Days.



- Support the Lower School Team with aspects of pupil life: such as internal examinations, curriculum guides and missed exams. Look for and remind pupils who haven't gone to their Music, London Academy of Music and Dramatic Art (LAMDA) and AIM lessons. Support pupils with additional needs or those who are absent from school.
- Maintain the Lower School pages on The Hub and manage the Microsoft Teams functions for the Lower School.
- Liaise closely with other departments throughout the school in relation to Field Days, co-curricular activities, AIM and educational visits. Accompany pupils on educational visits (including residential).
- Maintain stationery supplies for Lower School pupils and tutors: maintain the stock of desk dividers, liaise with the Receptionists over supplies of exercise books, maintain paper supplies for the photocopier in the Lower School.
- Maintain and monitor equipment and possessions; namely Lower School sports equipment and oversee the borrowing of it, manage borrowed Lower School uniform and chase this up or charge to fee bills if not returned, assist with the return and location of lost property and lock and unlock mobile phone cupboards in the mornings and afternoons.
- Update the screen in the Lower School Foyer and assist the Head of Lower School Pastoral with the screen in the atrium as required.
- Maintain the Lower School budget: liaise with the Bursary over payment of invoices and Charity Day monies, purchase and administer prizes for Form Cup and other competitions, Founder's Day stalls and buy presents as appropriate.
- Act as a designated Fire Warden and certified First Aider.
- Support vaccination administration by assisting the Nurses with the organisation of HPV inoculations and other school-based inoculations as required.
- Act as the first point of contact for Lower School parents, pupils and staff in the absence of the Head of Lower School.

General

- Be aware of the school's Health & Safety Policy.
- In conjunction with all staff of the school, support, promote, and act within the school's policies and practices about data protection.
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the school, support, promote, and act within the school's Safeguarding Policy.
- Any additional duties, as directed by the Head of Lower School which are within the reasonable capability and responsibility of the Lower School Administrator.

Line Management:

The Lower School Administrator is managed on a day-to-day basis by the Head of the Lower School and is ultimately responsible to the Chief Financial Officer, who holds ultimate responsibility for operational staff.

Our Values (the Alleyn's ROCCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

Qualifications & Experience:

- A good secondary school level education.
- A relevant administrative qualification would be desirable.
- Demonstrable experience in an administrative role, ideally within an educational or similarly fast-paced environment.
- Experience liaising with parents and staff, managing diaries, correspondence, varied administrative workloads, maintaining accurate records and handling sensitive information.
- Experience with managing or working within a budget.
- Familiarity with systems (e.g., iSAMS, Microsoft Teams, SchoolCloud) or willingness to learn.
- A first aid qualification or be willing to undertake one.

Skills & Abilities:

- Strong organisational and administrative skills are essential.
- Strong time management skills, with the ability to prioritise and manage multiple tasks.
- Confident IT skills, including the use of Microsoft Office (Word, Excel, Outlook) and the ability to quickly learn new systems, including those used for digital record-keeping.
- Clear and professional written and verbal communication skills, including the ability to communicate with parents about sensitive issues, and the ability to draft e-mails, letters, etc., to a professional standard.
- Ability to build effective working relationships with staff, pupils, parents, and external professionals.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Personal Attributes:

- Approachable and professional, remaining calm under pressure and responsive to changing priorities during busy school periods.
- Proactive and solution focused, with a strong sense of initiative and responsibility.
- Understands that the information they have access to in their role may be highly sensitive, and is able to ensure the utmost confidentiality and discretion.
- Reliable, punctual, and consistent, modelling high standards of professionalism.
- Team-oriented and supportive, with strong interpersonal skills and the ability to work collaboratively across pastoral, academic, and operational teams, bringing a consistently positive and cooperative approach to teamwork.
- Empathetic and child-centred, with a strong commitment to supporting pupil welfare and safeguarding, while also promoting good attendance and punctuality as part of the wider school ethos.
- Awareness of whole-school activity and enthusiastic and self-motivated, actively seeking to further the School's best interests.
- Willing to engage in training and CPD and committed to staying up to date with best practice.



Working at Alleyn's

Terms and Conditions

This role is based on site at Alleyn's School in Dulwich, South London, and is a full time, term time, plus two weeks position starting on 3 September 2026. The postholder will work 37.5 hours per week excluding a 30 minute unpaid lunch break, Monday to Friday, from 8:00 am to 4:00 pm. The additional two weeks are to be worked during the school holidays, predominantly in the week before each term begins and the week after each term ends. Term dates can be found [here](#). The successful candidate will also be required to work a full day on Founder's Day, one Saturday per year in late June or early July.

The salary is £29,800 to £34,505 depending on experience and qualifications, paid in twelve equal monthly instalments. This is based on a full-time equivalent (FTE) salary of £38,000 to £44,000 per annum. The role is subject to a six-month probation period.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and a holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 8% employer contributions.

On completion of the required recruitment checks, the post will be available to the successful candidate from Thursday 3 September 2026.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is midnight on Wednesday 10 June 2026.

If you have any questions, you are very welcome to contact the HR Department, by email at Jobs@alleyns.org.uk or by phone on 020 8299 8055.

Interviews and Appointment

Interviews will be conducted at the school the week commencing 15 June 2026. This will consist of interviews with relevant colleagues including the Head of Lower School. There will also be an opportunity to meet with other relevant staff.

Safeguarding Checks

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However, we are especially keen to receive applications from those in minority groups for which the school is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

