



ALLEYN'S  
OAKFIELD

Appointment of

**Administrator (Systems & Compliance)**

Full-time, Year Round

Available as soon as possible

Information for Applicants

# Letter from the Head

## Dear Applicant

Thank you very much for your interest in the position of Administrator (Systems & Compliance). This role presents an opportunity to join the wonderful community of Alleyn's Oakfield at a very exciting point in the school's rich history. I am so pleased to have the opportunity to explain why I find Alleyn's Oakfield so special and why it has such an exciting future.

Our school has a long and proud history in Dulwich, spanning 140 years and this heritage remains vital to our forward progress. It is a real privilege to lead this remarkable school at such an exciting moment in its journey. We are proud to have recently joined the Alleyn's Schools Group, a family of schools with a shared commitment to academic excellence and a vision for world-class holistic education. Alleyn's School is one of the country's most sought-after coeducational Senior Schools, with a national reputation for academic excellence, co-curricular and pastoral innovation and, above all, for educating outstanding young people. You can find out more about Alleyn's at [alleyns.org.uk](http://alleyns.org.uk) and see why becoming part of the Alleyn's family is such an enticing prospect for us all. Alleyn's Oakfield currently caters for children between 2 and 11 years old. As part of Alleyn's School, a 400-year-old co-educational independent school set nearby on a 30-acre campus in the heart of Dulwich, South London, Alleyn's Oakfield children have access to these facilities as an enhancement to our own self-contained sites for Pre-Prep (2-6 year olds) and Prep (7-11 year olds), each with their own spacious grounds.

At Alleyn's Oakfield every child is seen as the unique individual they are and able to find their feet quickly on their school journey. Helping children to find their thing and be all that they can be is very much our goal. We celebrate childhood in all its richness and believe that learning should be joyful, stimulating and meaningful. Our pupils are encouraged to be curious, courageous and caring, to think deeply, explore widely and always be themselves. Whilst our heritage remains a vital part of who we are, we are also forward-looking, embracing the best of modern education to prepare our children for an ever-changing world. In becoming part of the Alleyn's Schools Group, we strengthen our ability to offer a truly rounded education, one that nurtures the mind, heart and spirit of every child in an increasingly academic environment. What makes our school so special is the warmth of our community, the relationships between staff, pupils and families and the sense of belonging that runs through everything we do. It is a place where children are known, supported, and celebrated for who they are. A place where learning is exciting, where character matters, and where every child can thrive.

Working at Alleyn's Oakfield, you will find yourself surrounded by bright, curious, and engaged children who bring with them the passion, enthusiasm and creativity that makes every lesson unique and inspiring. The warmth of the spirit you will find here within classes, our co-curricular offer and the relationships developed through copious amounts of fun is striking. As a team, we are one staff, coming from both independent and state settings and working closely together, whether we are teachers, or play an operational role. Because we work together in every aspect of school life, we enjoy a strong bond and a shared common vision. There is a sense of partnership, with everyone supporting each other and there are plenty of opportunities for development and progression.

Diversity and inclusivity are very important to us, and this is something we as staff work closely with parents on, to make sure that children understand from an early age that diversity is a cherished and important part of life which makes our community stronger.

I trust you can clearly see why the opportunity to join such an inspiring environment with our partners at Alleyn's School is such an exciting one. Our staff are committed to the adventure of education and the successful candidate will play a critical role in inspiring and nurturing our pupils and helping them to build a strong foundation for their future.

I hope that all of this feels inspiring to you. I am delighted that you are interested in Alleyn's Oakfield and I look forward to reading your application.

Yours faithfully,

**Mrs Ali Wright**  
Interim Head, Alleyn's Oakfield



# About The Role

This role supports the Director of Operations to deliver high-quality administrative, systems, and compliance support, ensuring the school operates efficiently, meets statutory and regulatory requirements, and remains inspection-ready, ensuring collaborative work with Alleyn's School.

## Responsibilities of the Role:

### Software, Systems & Data Management

- Act as the key administrator for the new Management Information System (MIS) platform and corresponding training platforms and support colleagues in using the platforms to the best effect.
- Maintain and update the systems according to the needs of the school and create processes and procedures to maximise the use of the platforms and the efficiency of any relevant school activity.
- Ensure that the school is using the MIS to its full potential and keep this under continuous review, proposing amendments to processes where appropriate.
- Regularly test the platforms in line with usage and supplier guidelines.
- In collaboration with the Educational Operations Coordinator, ensure that staff and pupil data on the MIS is up to date, accurate, complete and readily available for the school's use and any government or other survey submissions, as required (to include details such as training courses, other relevant documents).
- With oversight from the Deputy Head (Academic), undertake the effective processing of the Annual Academic Rollover on the MIS, creating new curriculum, teachers and classes.
- Liaise with Senior Leadership Team and teachers to ensure all pupils are in correct classes and groups, and continue to make changes throughout the year as required.
- Support the relevant member of SLT in creating the school timetables on Parent Portal twice a year, making changes when requested.
- Set up and monitor Class Marksheets for Assessments and Pupil Reporting, working collaborating with the Educational Operations Coordinator in achieving this task.
- Keep abreast of developments and improvements to the MIS and other platforms to ascertain how these can be used by the school.
- Propose innovations and improvements to school procedures and records.
- Provide support to the wider teams and provide data analysis from the MIS as required.
- Identify any training needs for staff and through close relationships with the MIS supplier.
- Provide technical assistance on the MIS to relevant staff including support over telephone and email.
- Support staff or parents on any MIS queries, running twilight training sessions to update staff on new features and refresher points as appropriate.
- Support SLT in preparing documentation and reports for leadership and governors.

### IT and Systems

- Champion the use of systems amongst the team and wider school community.
- Act as a point of contact for the Digital Services team and manage low level queries from across the school community; troubleshooting minor issues that arise on a day-to-day basis.
- Support the school community with maintaining effective systems especially in relation to the MS Teams and SharePoint environment.



### Site Management

In collaboration with the Senior Premises Operative:

- Supervise the site work to ensure that daily routines are completed effectively and in a timely manner around the school as required.
- Ensure that daily, weekly and monthly compliance checks of the buildings and grounds are undertaken and recorded and that any issues are followed up and remedied in a timely fashion.
- Be vigilant and proactive to determine and complete the maintenance and repairs required throughout the school premises and grounds and work closely with the Alleyn's Team.
- Manage the contractor register to ensure cost effective, quality service from contractors and suppliers and act as point of contact with contractors while on site, ensuring they have relevant safeguarding checks in place before coming to site and support the Premises team with managing suppliers whilst onsite.

### Security, Fire, Health & Safety and Compliance

Work with the Director of Operations to promote a safe and healthy environment:

- Support compliance with relevant regulations and guidance, including those specific to schools.
- In collaboration with the Senior Premises Operative, update the compliance register with servicing and testing details as part of planned preventive maintenance and ensure that this is up to date for the Director of Operations to sign off.
- Support the management of appropriate security measures including card entry systems, alarm systems and opening and locking up the two sites.
- Support implementation of robust fire safety procedures including links to the fire emergency services.
- Act as Deputy Fire Officer, and a Fire Marshal for the school.
- Attend and report fully to the Health & Safety Action Group meetings and complete action points as required.
- Support the Director of Operations to communicate clearly to members of staff on the importance of adhering to health & safety and compliance guidance and regulations for the safety of pupils, staff and visitors to the school.
- Escalate non-compliance in a timely manner to the Director of Operations and the Head.
- Proactively manage the schools Risk Assessment Register, with particular focus on risk assessments associated with high-risk areas and activities
- Support the Director of Operations with ensuring all staff training is kept up to date, properly recorded, and scheduled ahead of expiry, with regular audits to maintain compliance.
- Under the guidance of the HR team, Director of Operations or the Head, support with school based HR administration where needed e.g. administering staff absence, overtime/payroll information, supporting interview coordination and troubleshooting basic HR system queries.

### Finance, Records and Documentation

- Coordinate procurement and organisation of teaching resources, equipment, and classroom supplies.
- Process invoices on a weekly basis to ensure timely and accurate financial administration in line with Alleyn's financial procedures.
- Provide administrative support to the school budget process for expenditure.
- Manage and set up suppliers and place orders using the Requisitions/PO procedures in line with Alleyn's financial procedures.
- Maintain records of School Charge Card transactions and report monthly.
- Follow guidelines set out by the Alleyn's Finance Department, completing checks and providing information where required.



#### Other

- Work collaboratively with the wider Operations team, including covering colleagues during busy periods, lunch breaks, absences and holidays. Examples of cover may include undertaking tours, covering duties and clubs, accompanying journeys and educational visits, and general administration.
- Undertake Reception cover as required, acting as the primary responder to emails sent to the generic school account, answering phone calls and welcoming visitors to the school.
- Support with the arrangements and attend school events such as open days, uniform sales, celebration days as needed, including those that fall out of hours (non-working day, evening or weekend) in exchange for TOIL.
- Attend staff briefings/meetings, inset/CPD and essential training as requested by the Director of Operations or the Head, adapting hours as needed to enable attendance in exchange for TOIL.
- Undertake ad hoc administration as may be requested by the Director of Operations or the Head from time to time such as drafting letters, minuting meetings and corresponding with parents, suppliers and third party agencies.
- 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 policies and practices about Data Protection
- 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 Safeguarding Policy.
- Any additional duties, as directed by the Director of Operations or the Head which are within the reasonable capability and responsibility of the role holder.

#### Line Management

This role will be line managed by the Director of Operations, and will work closely with other administrative staff. The role holder has free access to the Head who is ultimately responsible for Alleyn's Oakfield staff.

## Our Values (the Alleyn's ROCCK!)

Respect  
Opportunity  
Curiosity  
Courage  
Kindness

## Person Specification

### Experience and Qualifications:

- Proven experience in an administrative, operations, or systems-focused role, ideally within an educational or similarly regulated environment.
- Demonstrable experience of managing data with a high degree of accuracy, including maintaining records and producing reports.
- Educated to A-Level standard or equivalent; a degree or relevant professional qualification would be advantageous.
- Experience of working with Management Information Systems (MIS) and/or data management platforms would be highly beneficial.
- Exposure to supporting compliance processes, such as health & safety, safeguarding, or regulatory requirements, would be an asset.
- Familiarity with financial administration processes, including procurement, invoicing, and supplier management, would be welcomed.
- Experience supporting IT systems or acting as a first point of contact for technical queries would be advantageous.
- Understanding of school operations, including timetabling, pupil data, and reporting processes, would be particularly helpful.
- Relevant professional development or certification in areas such as data management, IT systems, health & safety, or HR administration would add further value to your application.

### Skills and Abilities:

- Strong IT proficiency is essential, including confident use of Microsoft Office (Word, Excel, Outlook, Teams, SharePoint) and the ability to quickly learn new systems.
- Excellent data management capability, with a consistently high level of accuracy and attention to detail, is critical.
- Highly developed organisational skills, with the ability to manage multiple priorities and meet deadlines effectively, are required.
- Excellent written and verbal communication skills, with the confidence to engage with staff, parents, contractors, and senior leaders, are essential.
- Proven ability to develop, implement, and continuously improve processes and procedures to enhance operational efficiency is key.
- Strong problem-solving skills, with the ability to troubleshoot system and operational issues effectively, are essential.
- Ability to work independently as well as collaboratively within a team environment is a core requirement.
- Experience in training and supporting others in the use of systems and processes would be beneficial.
- A sound understanding of confidentiality and data protection requirements would be advantageous.

### Personal Attributes:

- Professional, approachable, and reliable, with a strong sense of accountability.
- Highly organised, proactive, and self-motivated, with a 'can-do' attitude.
- Strong attention to detail and commitment to high standards of work.
- Flexible and adaptable, with the ability to respond positively to changing priorities and demands.
- Discreet and trustworthy, with the ability to handle sensitive information appropriately.
- Committed to safeguarding, health & safety, and promoting a secure environment for pupils, staff, and visitors.
- Collaborative and supportive, with a willingness to contribute to the wider school community.
- Resilient and calm under pressure, maintaining professionalism in a busy environment.
- Committed to continuous improvement and personal development.
- Supportive of the school's values, including equality, diversity, inclusion, and environmental responsibility.



# Working at Alleyn's

## Terms and Conditions

This is an on-site, Full-time, Year Round position based at Alleyn's Oakfield in Dulwich, South London. The post holder will work 35 hours per week, Monday to Friday, 8:30am to 4:30pm. The successful candidate will also be required to work occasional evenings and weekends in support of school events.

The salary is £29,000 to £32,000 per annum, dependent on experience and qualifications, paid in twelve equal monthly instalments. The role is subject to a six-month probation period.

The school offers additional benefits to its staff, including 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, 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 the Alleyn's Holiday Camp for the children of staff between Year 1 and Year 6 at a preferential rate.

Members of staff who have children attending Alleyn's Oakfield and/or Senior School 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. Further details regarding employer contributions will be provided upon appointment.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

## Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors. Alleyn's Oakfield 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 Oakfield 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 Oakfield 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 Oakfield 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](http://www.alleyns.org.uk/jobs).

**The deadline for applications is midnight on Friday 3 July 2026.**

If you have any questions, you are very welcome to contact the HR Department, by email at [Jobs@alleyns.org.uk](mailto:Jobs@alleyns.org.uk) or by phone on 020 8613 5016.

## Interviews

**Interviews will be conducted at the school week commencing Monday 6 July 2026.** The process will include interviews with relevant colleagues, including the Head and the Director of Operations. There will also be an opportunity to have a tour of the school.

## 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.

