



ALLEYN'S  
OAKFIELD

Appointment of

**Receptionist**

Full time, term time plus  
from Monday 19 January 2026  
Information for Applicants

# Letter from the Head

## Dear Applicant

Thank you very much for your interest in the position of Receptionist. 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 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 Gemma Davies**  
The Head, Alleyn's Oakfield



# About The Role

Thank you for your interest in the Receptionist role at Alleyn's Oakfield. The Receptionist will be the main point of contact for visitors to the school and the focal point for parent and pupil enquiries at the office.

Working closely with the Head's PA and the Administrative Assistant, the Receptionist will play a key role in ensuring the smooth and efficient running of school life, with particular responsibility for managing the reception desk and supporting both internal and external communications.

This is a wonderful opportunity to be part of a collaborative team at the heart of a happy, busy and vibrant school.

## Responsibilities of the Role:

### Communications

As Receptionist, you will act as the primary responder for the following duties:

- Respond promptly to emails received via the Office inbox.
- Act as the first point of contact for incoming telephone calls to the school.
- Operate the telephone switchboard, redirecting calls as appropriate and managing time-sensitive messages effectively.
- Welcome visitors to the school and oversee the Inventory sign-in system.
- Provide front-line support for parent and pupil enquiries at the office.

### Pupil Attendance

- Check and maintain electronic pupil registers each morning and afternoon.
- Record authorised absences accurately in the register.
- Liaise with staff and parents regarding pupil absences, ensuring unexplained absences are followed up promptly.
- Monitor attendance records and work closely with the Head of Pre-Prep and Head of Learning Success to address any concerns.
- Ensure the pupil sign-in/out book is completed correctly by parents when pupils are collected or dropped off during the school day.
- Prepare and maintain accurate attendance lists for use in the event of a fire alarm.

### General Administration

- Receive deliveries and distribute post to staff, liaising with Porters over the distribution of larger items and resources.
- Support the Head of Learning Success with the recording and communication of behaviour events.
- Produce weekly Commendation and Head's Merit lists and certificates and maintain the Recognition Log.
- Provide effective administrative support, including correspondence with parents, staff, and external contacts.
- Coordinate logistics for school events such as hospitality bookings and school photographs, including timings, catering, and room reservations.
- Provide administrative and practical support for school events such as open days, Founder's Day and parent evenings.



- Take minutes of Operations meetings and distribute accordingly.
- Support health and safety through administration and reporting, e.g. fire and evacuation procedures, liaising with estates teams on health and safety, maintaining accident and incident logs.
- Maintain all notice boards to ensure accurate, up to date information, statutory documents and a consistent house style.
- Manage filing and archiving of both paper and electronic records.
- Oversee ordering, stock control, and distribution of stationery and office supplies, notably in preparation for the start of the academic year.
- Liaise with the Reprographics team as required.
- Proofread school communications to ensure accuracy and professionalism.
- Compile and produce event programmes in support of teaching staff.
- Assist colleagues with the organisation and management of lost property.

#### Support of Registrar and Admissions

- Provide general administrative support to the Registrar as required.
- Assist the Registrar in organising parent tours.
- Support with admissions administration, including handling enquiries, maintaining accurate records, and liaising with prospective families.

#### House Points

- Oversee the counting of the weekly house points by Year 6 pupils.
- Maintain a record of house points earned for house events and raise the house flag each week.

#### First Aid

- Undertake paediatric first aid training to enable first aid support when School Nurse is not available.

#### 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 other reasonable tasks as directed by the Business Manager and Head, including deputising for other support staff across a range of functions which are within the reasonable capability and responsibility of the Receptionist.

### Line Management

The Receptionist will be line managed by the Business Manager and will work closely with the Head's PA and administrative staff. The role holder has free access to the Head who is ultimately responsible for operational staff.

Our Oakfield values (The 6 Cs)

Curiosity  
Collaboration  
Courage  
Care  
Creativity  
Challenge

## Person Specification

The ideal candidate will possess strong administrative, communication and 'people' skills.

In particular, the candidate will:

- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children;
- Have the ability to communicate effectively and professionally with Prep School aged pupils, staff, parents, and visitors both verbally and in writing;
- Be proficient in basic administrative tasks such as answering phones, managing emails, filing documents, and maintaining accurate records;
- Have prior experience working in a receptionist or administrative role, preferably within an educational or similar setting;
- Be competent in using basic office software applications (e.g., Microsoft Office suite) and familiarity with office equipment such as photocopiers and printers;
- Demonstrate the ability to manage multiple tasks efficiently, prioritise workload, and maintain attention to detail in a fast-paced environment;
- Be able to adapt to changing circumstances and handle unexpected situations calmly and professionally. The candidate will have the ability to work flexibly, efficiently and to deadlines;
- Be familiar with school policies and procedures related to attendance, safeguarding, and health and safety;
- Be courteous, friendly and approachable with a strong commitment to providing exceptional customer service;
- Recognise the importance of maintaining confidentiality and discretion when handling sensitive information;
- Be aware of activities taking place within the school;
- Be willing to occasionally cover sickness or holiday absence as required;
- Be committed to the values of Alleyn's Oakfield and independent education.



# Working at Alleyn's

## Terms and Conditions

The Receptionist position is based on-site at Alleyn's Oakfield and will commence on Monday 19 January 2026. It is offered on a full time, term time plus five days basis, with the post holder working 35 hours per week, Monday to Friday, from 7:30 am to 3:30 pm, including a one-hour unpaid lunch break each day. In addition to term time, five days are to be worked during school holidays, scheduled according to the operational needs of the school. Term dates are published on the school website [here](#). The successful candidate will also be required to work the Saturday Open Morning held in September and Founder's Day.

The salary ranges from £23,076 to £25,384 per annum depending on skills and experience (based on a FTE of £30,000 to £33,000 per annum) and will be paid in monthly instalments. The post is permanent following successful completion of a six-month probationary period.

The school offers 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 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 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 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 Monday 19 January 2026.

## 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 **midday on Friday 12 December 2025**.

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 Alleyn's Oakfield **week commencing Monday 15 December 2025**. The process will include interviews with relevant colleagues, including the Head and the Business Manager. There will also be an opportunity to meet the children and tour the school.

Please note that references may be taken up before the interviews. If you would prefer to be contacted first, please state this.

## 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.

