



Dulwich Prep & Senior



Facilities Management Assistant

Candidate Information

ABOUT US

Located in Dulwich, a picturesque village known for its exceptional schools and abundant open spaces, our school benefits from its proximity to one of the world's most cosmopolitan cities.

We are situated across two sites covering 29 acres, including extensive sports fields and woodland, which enables the school to offer a unique blend of a country atmosphere in a suburban setting.

Dulwich Prep & Senior has been a leading preparatory school in England since 1885. Throughout the years, countless boys and Nursery-aged girls have benefited from our school's rich history and forward-thinking approach. We have always embraced change, kept pace with pedagogy and technology, and, most importantly, are passionate about each pupil and staff member's individual journey.

As the UK's largest boys' independent preparatory school, we enrol over 800 pupils aged 2 to 13. Our selection process is twofold: we look for pupils who generally rank in the top 20% nationally based on standardised tests, but more importantly, we seek children who will thrive and make the most of all that our school has to offer.

We take great pride in inspiring excellence with our Values ethos permeating every aspect of our curriculum and co-curricular activities.

Academic excellence is a top priority, with 12 essential skills taught for success in education and beyond. Along with the Values, these 20 attributes empower boys to thrive in any future they choose. Expectations are high! We develop independent thinkers who make decisions based on empathy and compassion, which leads to their success and resilience.

Our Governors play a crucial role in maintaining Dulwich Prep & Senior's position in a competitive market. Their expertise allows us to provide an innovative and challenging curriculum alongside a high-quality learning environment, by attracting excellent staff, implementing up-to-date technology, and continuously improving our modern facilities.

Dulwich Prep & Senior provides a well-rounded education focusing on academic excellence, character development, and personal growth. We strive to nurture boys to become confident, compassionate, and prepared to impact the world positively. For the boys attending this school, their journey goes beyond exam preparation; it prepares them for life.



JOB DESCRIPTION

DUTIES & RESPONSIBILITIES

SCHOOL PREMISES (INTERNAL)

- Maintain the cleanliness of all areas of the school and its property, including the Sports Hall, Pavilions, shower block, swimming pool facilities, etc.
- Keep the communal areas and stores tidy and well-organised.
- Set out rooms and halls in preparation for meetings, plays, concerts and other events.
- Report and rectify (where appropriate) any faults, problems or damage to the school's buildings.
- Maintain the swimming pool plant and test the water.
- Undertake Legionella testing as required.

FIRE WARDEN

- Undertake the training for and duties of a Fire Warden for the school.
- Undertake compliance training, e.g. fire alarm training and emergency lighting training.
- Complete fire alarm and emergency lighting testing as required.

SCHOOL PREMISES (EXTERNAL)

- Undertake daily checks of outside areas to identify and report any faults, problems or damage.
- Maintain equipment, play areas, play pitches and play apparatus, with particular regard for pupils' health and safety.
- Weeding, light gardening, collecting litter and emptying bins.
- Respond to external conditions, for example, clearing leaves and snow.

ADDITIONAL DUTIES

- Opening and closing school premises, liaising with outside hirers and working with our cleaning contractors.
- Porterage of equipment, furniture and deliveries around the school and between sites.
- Cleaning, including responding to spillages, bodily fluids, overflows, blockages, etc.
- Basic maintenance tasks, including sweeping, leaf blowing, and other general duties.

TRANSPORT

- Prepare minibuses for external trips.
- Undertake driving tasks for the transportation of staff/pupils and the delivery of goods.

GENERAL REQUIREMENTS

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the school.
- Adhere to school policies and procedures.

TRANSPORT

- Participate in the Appraisal and Performance Review process.
- Undertake training when the need arises, either for statutory purposes or for the better fulfilment of this role.

PERSONAL COMPETENCIES & QUALITIES

- Ability to prioritise and manage a varied workload, work independently, and use initiative.
- Team-focused: shares knowledge and information with other staff members to promote good practice.
- Co-operative, helpful and accommodating with other team members and staff.
- Follows instructions and focuses on what needs to be delivered: understands what is required and responds promptly.
- Demonstrates a proactive, 'can do' attitude to all tasks.
- Welcomes challenges and meets them with enthusiasm.
- Shows a flexible approach, willing to adapt and respond to priorities.
- Seek out additional duties and use initiative.
- Consistently strives to maintain a high standard of work.

KEY SKILLS & KNOWLEDGE

- Basic knowledge and aptitude for handyman tasks with an interest or experience in gardening.
- A full UK driving license (including manual vehicles) is essential. It would be advantageous if able to drive a mini-bus.
- Able to swim and confident to undertake pool plant course (three days).
- Health & Safety procedures, including manual lifting and handling procedures and fire precautions.



WORKING AT DULWICH PREP & SENIOR

Dulwich Prep & Senior is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together, we create a supportive environment that is committed to achieving excellence.

Working at DPS means being part of a team that cares about your continued professional development and teaching journey. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step to achieve your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, participating in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with Initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions; there's always something going on at DPS, where hidden talents are celebrated.

REMUNERATION

- Competitive Salary of £25,820 to £28,110.
- Additional annual allowance of £3,000 in consideration of the unsocial working hours.
- Generous defined contribution pension scheme.
- Life assurance and Income protection insurance (academic staff).
- Free school lunches.
- Enhanced sickness, maternity, paternity, and adoption pay entitlements.
- Free access to our School Counsellor and School Nurse.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

TERMS & CONDITIONS

- Hours of Work: Monday to Friday, 10.00am to 7.00pm; 15 Saturdays per year, 7.00 to 6.00pm.
- One hour's break during the day, which includes two 15-minute tea breaks and one 30-minute lunch break
- All INSET days, major school and departmental events, such as Open Day, Celebration Day, Parents Evenings, and all pertinent events listed in the school calendar.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.
- Staff may be called to perform other duties that the Head Master considers reasonable and commensurate with the grading and designation of the post.
- The first 12 months of this role will be a probationary period during which your suitability for the position will be assessed. The school reserves the right to extend probationary periods if it believes such an extension is necessary.

STAFF BENEFITS

HEALTH & WELLBEING



Healthcare Cash Plan

- Medical, including dental and optical, treatment, access to a virtual GP, skin health tracker and the 'mProve' yourself App.

Employee Assistance Programme

- Provides free and confidential advice, including up to eight face-to-face counselling sessions.

School Counsellor & Nurse

- Access to School Counsellor and School Nurse during term time.

Wellbeing Initiatives

- Sky Lounge, TGIF and staff room treats.

Physical EXERCISE

- Discounted gym membership and Cycle to Work scheme.

Meals & Refreshments

- Breakfast (for a small charge), Morning snack and lunch, coffee and tea, and plant-based milks available.

Occupational Health

- Professional help to both staff and the school where work-related adjustments may be required.

FINANCIAL WELLBEING



Pay & Pension

- Generous pension scheme.
- Pay policy including regular benchmarking of our salary scales.
- Pension salary exchange scheme.

Protection

- Life assurance.
- Income protection insurance (academic staff only).

School Fees

- 25% discount, after which any further discount is means-tested.
- Easter and summer holiday camp discounts.

Financial Support

- High street discounts.
- Emergency financial assistance.

ADDITIONAL BENEFITS



- School laptop provided to staff (where relevant to the role).
- 175 teaching days per year (190 in the maintained sector).
- Smaller class sizes, great teaching resources and higher PPA time.
- Staff Accommodation may be available.

FAMILY FRIENDLY & FLEXIBLE WORKING ARRANGMENTS



Enhanced Leave

- Enhanced sickness, maternity, paternity, adoption, dependents, carers, and bereavement leave entitlements.

Working Hours

- Flexible working policy.
- Part-time and Term-time working.
- Flexibility to work from home (only applies to certain roles and with agreement).

Inclusion

- Life event recognition
- Disability Confident employer.

PROFESSIONAL DEVELOPMENT



Career Development

- INSET and twilight training.
- Career pathways.
- Mentoring or career coaching.
- Full CPD programme.

Qualifications

- Early career teacher programme.
- National professional qualifications support.
- Apprenticeships.
- Financial support for professional qualifications.

APPLICATION & APPOINTMENT

APPLICATION & INTERVIEW PROCESS

A completed Application Form and a Cover Letter explaining your suitability for this role should be [emailed](#) to Tamsin Hutson, Human Resources Manager. Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- **Closing Date:** Wednesday 02 July, 9.00am
- **Interview Dates:** Week Beginning 07 July 2025
- **Start Date:** Immediate start available subject to successful references and vetting being completed.

APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- The agreement of a mutually acceptable start date and you entering into a contract incorporating the school's standard terms and conditions
- Receipt of at least two references which are satisfactory to the school.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- Verification of your medical fitness for the role.
- Satisfactory completion of the probationary period.
- Any further checks that the school deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.



EQUAL OPPORTUNITIES & SAFEGUARDING

EQUAL OPPORTUNITIES

Dulwich Prep & Senior is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are an equal opportunity employer and welcome applications from individuals of all backgrounds. We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

Candidates will only be assessed against relevant criteria (i.e., skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep & Senior seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep & Senior is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers, online checks, and an enhanced criminal records check with the Disclosure and Barring Service.



**Schools'
Inclusion
Alliance**



We are an equal opportunity employer and welcome applications from individuals of all backgrounds.

We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.



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