



Appointment of  
**Deputy Clubhouse Manager**

Full-time, all year round  
Information for Applicants

# Letter from the Head

## Dear Applicant

Thank you very much for your interest in becoming Deputy Clubhouse Manager 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 ROCCK 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

Thank you for your interest in the role of Deputy Clubhouse Manager. In this critical role, you will be an integral member of our ASEL team, supporting the Clubhouse Manager in upholding the highest standards across all facilities at Burbage Road. You will manage relationships with key stakeholders, ensuring their needs are effectively met while facilitating smooth day-to-day operations.

This role provides excellent opportunities for professional growth, offering access to relevant training courses and clear pathways for career progression in facilities, events, hospitality, or operational management.

## About the Edward Alleyn Clubhouse

The Edward Alleyn Clubhouse, located on Burbage Road in Herne Hill, is a vibrant multi-sport facility with a licensed bar that accommodates up to 130 people. With a rich history dating back to the 1880s, it serves as a hub for the school's alumni and is regularly used by affiliated sports sections, Alleyn's pupils, staff, parents, local community groups, and for various third-party events and hires.

Managed by a dedicated and passionate team, the Club operates under the umbrella of Alleyn's School, with profits supporting Alleyn's School Enterprises Limited (ASEL). ASEL is the trading subsidiary of Alleyn's School, generating income by utilizing the school's resources when they are not in use by pupils or staff. The activities of ASEL support the school's financial stability, extend its reach and enhance its reputation, while also benefiting those who use the facilities and services we offer.

## Key Responsibilities:

This includes, but is not limited to the following:

- Deputise for the Clubhouse Manager in their absence, which may entail an adjustment to normal hours of work.
- Assist the Clubhouse Manager with the day-to-day operations, staff management, and the Clubhouse diary.
- Communicate and negotiate with stakeholders to maximise the use of the facilities and to prevent conflicts.
- Assist in managing and supervising events as well as working behind the bar to support club activities and events, ensuring they run smoothly.
- Deliver outstanding customer service, promptly and professionally addressing needs and concerns as they arise.
- Ensure that the clubhouse facilities are maintained to high standards of cleanliness, safety, and functionality.
- Assist in managing supplier relationships, contracts, and procurement of supplies and services.
- Ensure that due process is followed for all third-party hires, including safeguarding arrangements, contractual agreements, an identified lead, insurances, and risk assessments where required.
- Assist in marketing and promotional activities to increase visitor footfall and to secure additional enquiries for hire.
- Support the Clubhouse Manager in monitoring revenue and profit margins, ensuring budget projections are met.
- Prepare invoices using the events booking system.
- Work with the ASEL Accountant as required to reconcile income and expenditure.





- Responsible for the bar staff rotas, ensuring sufficiently trained staff are on duty to deliver required service standards.
- Help develop and maintain policies, especially around Health and Safety, risk assessment, safeguarding recruitment, licensing, and food hygiene standards.
- Contribute to the ASEL risk register and associated policies.
- While primarily based at the Burbage Road site, this role may also involve supporting ASEL and School activities at the main Townley Road site, depending on your skills and availability alongside core responsibilities.

### Other:

- Be aware of and work in accordance with the school's Health & Safety Policy and activity-specific risk assessments while on shift.
- 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.
- In conjunction with all staff of the school, support, promote, and act within the school's policies and practices about data protection.
- Any additional duties, as directed by the Chief Financial Officer, Clubhouse Manager, or Co-Commercial Director, within reasonable capability and responsibility of the Deputy Clubhouse Manager.

### Line Management

The Deputy Clubhouse Manager is managed by the Clubhouse Manager and indirectly by the Co-Commercial Director who oversees and supports activities taking place at Burbage Road. The role holder has free access to the CFO who is ultimately responsible for operational staff.





# Person Specification

The ideal candidate will have:

## Education & Experience:

- A good secondary level education.
- Willingness to undertake relevant training, including first aid, safeguarding, and health & safety.
- Experience in a hospitality, events, or facilities management role.
- Experience supervising events, managing customer relations, and handling operational logistics.
- Knowledge of health and safety, risk assessment, and safeguarding procedures.
- Understanding of bar management, including licensing laws and stock control (desirable)

## Skills:

- Strong leadership and interpersonal skills, with the ability to manage staff and liaise with a range of stakeholders.
- Excellent customer service skills, ensuring a welcoming and professional environment.
- Strong organisational and time management skills, with the ability to prioritise and multitask effectively.
- Proficiency in IT systems, including email, Microsoft Office (Word, Excel, PowerPoint), and event booking/invoicing software.
- Negotiation and problem-solving skills to manage bookings, resolve conflicts, and optimise facility usage.
- Ability to prepare and reconcile invoices accurately.
- Attention to detail in maintaining high standards of cleanliness, safety, and operational efficiency.

## Personal Attributes:

- Friendly, approachable, and professional demeanor.
- Enthusiastic and proactive, with a flexible approach to work.
- Reliable and punctual, with a strong sense of responsibility.
- Ability to handle confidential information with discretion.
- Physically fit to move around the site, support event setups, and undertake practical tasks as required.

## Other Requirements:

- Must be 18 years or older due to responsibilities involving bar work and alcohol sales (as per the School Policy).
- Ability to work flexible hours, including evenings, weekends, and public holidays.
- Willingness to contribute to the wider activities of ASEL and the School.
- Commitment to upholding high standards of service and professionalism.





# Working at Alleyn's

## Terms and Conditions

The job is available on a full-time basis, all year round, with four weeks holiday per year in addition to bank holidays and a discretionary Christmas closure period, rising to five weeks after five years of service.

The core hours for this role are based on 37.5 hours per week, with the working pattern set by the Clubhouse Manager in line with operational needs. Due to the nature of the role, flexibility is essential, as shifts will include evenings, weekends, and some bank holidays. Working patterns will vary depending on seasonal demands and business activity levels. Additionally, the successful applicant will be required to work a full day on Founder's Day, which takes place on a Saturday in late June or early July.

The salary will be £30,000 to £33,000 per annum (1.0 full-time) based on skills and experience and will be paid over twelve-monthly instalments.

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 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 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 6.5% employer contributions.

The post is permanent following the successful completion of a six-month probationary period.

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. 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.

Our Values (the Alleyn's ROCCK!)

Respect  
Opportunity  
Curiosity  
Courage  
Kindness

## 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 **Wednesday 9 April 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 8299 8055.

### Interviews and Appointment

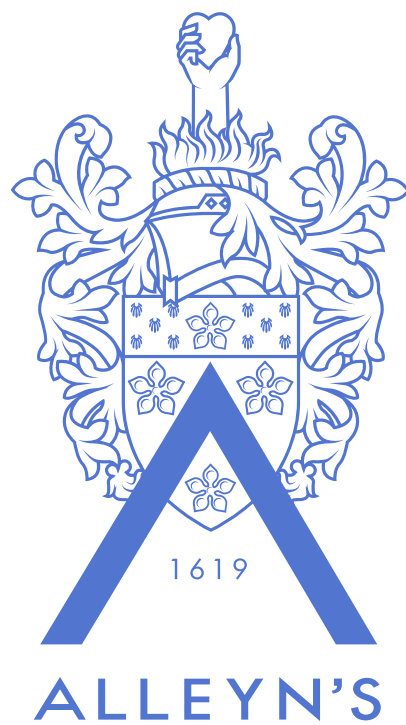
Interviews will be conducted at the School. This will consist of interviews with relevant colleagues including the Clubhouse Manager., the CFO and Co-Commercial Director. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. 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.



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