



Appointment of
Admissions Officer
Full time, Fixed term, all year round

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming an Admissions Officer 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 Admissions Officer. The role is to assist and support the Admissions Team in all aspects of the department's work in a professional, efficient, and welcoming manner. It is anticipated that the successful applicant's responsibilities will fall broadly into two parts: maintaining the records on the School's Management Information System (MIS); carrying out general administrative duties to support the Admissions Team in all aspects of the 11+ and 16+ admissions processes.

The Admissions Department is a friendly and busy office, responsible for admission of all new pupils to the school, as well as the planning, organisation, and implementation of numerous events for prospective parents and their children.

Responsibilities of the Role:

- Using the School's MIS, being primarily responsible for inputting, maintaining and updating the School's record of all applicants.
- Using the School's MIS, being primarily responsible for maintaining and updating the School's record of all bursary applications.
- Using the School's MIS to maintain regular communications with prospective parents throughout the admissions process.
- Carrying out data administration using the School's MIS.
- Answering telephone and email enquiries.
- Assisting in general office duties to ensure the smooth running of the Admissions Office and the admissions processes.
- Assisting the Admissions Team in all aspects of the 11+ and 16+ admissions processes. This may include:
 - Assisting in the planning and implementation of assessment and scholarship days;
 - Assisting in the preparation of outcome letters/communications for prospective parents;
 - Assisting in the preparation and running of internal admissions events, such as open days.
- Being willing to work flexibility as necessitated by the demands of the Admissions Department.
- Be aware of and act within 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 Registrar, 16+ Registrar and the Deputy Registrar which are within the reasonable capability and responsibility of the Admissions Officer.

Line Management

The Admissions Officer will work closely with the Registrar, the 16+ Registrar and the Deputy Registrar who oversee and support this role. The role holder has free access to the Chief Operating Officer who is ultimately responsible for operational staff.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

We are seeking a personable, reliable and highly organised individual to join our busy and friendly Admissions Department. The successful candidate will be a key support to the team, working professionally and efficiently to assist with the School's 11+ and 16+ admissions processes and associated events.

Qualifications and Experience:

- A good secondary level education including GCSE English Language and Maths.
- Previous administrative experience in a busy office environment.
- Experience using Management Information Systems (MIS), such as iSAMS, is desirable.
- Previous experience working in a school or educational setting is an advantage.
- Experience of data handling, record keeping, or working with sensitive and confidential information.

Skills:

- Excellent attention to detail and high levels of accuracy when inputting and managing data.
- Strong organisational and time management skills, with the ability to prioritise effectively under pressure.
- Proficient in Microsoft Office applications, particularly Outlook, Word and Excel.
- Excellent written and verbal communication skills; confident in dealing with a range of internal and external stakeholders.
- Comfortable working with data systems and confident in learning new software.
- Able to manage multiple tasks efficiently, especially during peak admissions periods.

Personal Attributes:

- Personable and welcoming, with a warm and professional manner in all interactions.
- Empathetic and diplomatic, able to communicate effectively and sensitively with families and colleagues.
- A positive, proactive attitude, especially during busy and time-sensitive periods.
- Discreet and respectful of confidentiality, particularly when handling sensitive information.
- A flexible team player, willing to support others and adapt to changing priorities.
- Commitment to safeguarding and promoting the welfare of children and promoting the School's values.
- Willingness to work flexibly, including occasional evenings or weekends, to support admissions events such as Open Days, Interview and Assessment Days, and New Parents' Evenings.



Working at Alleyn's

Terms and Conditions

The job is offered on a full time, year round, fixed term basis for approximately 13 months starting in late October 2025, working 37.5 hours a week. with twenty days holiday per year, plus public holidays, and a discretionary Christmas closure period.

Working hours will be Monday to Friday from 8:30am to 4:30pm, including a 30-minute unpaid break for lunch. There will be occasional days in the school calendar when the successful candidate will be required to work at weekends, such as Open Days. The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July.

The salary will be in the region of £30,000 to £35,000 per annum depending on skills and experience, and will be paid over twelve-monthly instalments.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, lunches and other refreshments, the use of school facilities including the swimming pool and gym, 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.

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.

On completion of the required recruitment checks, the post would be available to the successful candidate from late October 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.



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 **Monday 25 August 2025**.

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 in September. This will consist of interviews with relevant colleagues including the Chief Operating Officer and Registrar. 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.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU
