

ALLEYN'S

Appointment of

Deputy Chief Operating Officer

Full-time, year-round

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming Deputy Chief Operating 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? 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 inspiringly leafy part of South East 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 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-strong cohort has grown into our large, thriving community of 1,400 children. In recent years, we have also expanded the Alleyn's Schools Group, with partner schools in North London, a new Alleyn's Junior School just down the road in Dulwich and our first international school opening in September 2028. So, Alleyn's continues to honour the founder's legacy, as one of this country's leading co-educational schools, here in Dulwich and across various sites.

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 lovely young men and young women who leave us. They are engaging, kind, enthusiastic 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 the world better. And we loved The Good Schools Guide summary of us this year: "Alleyn's is a south London powerhouse where bright, grounded, happy pupils take centre stage".

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 as Head at the school and the other thing was about how delightful Alleyn's pupils are. And they were right on both counts! Our students really are 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.

Pretty much all 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 expect all our teaching staff to play an active role in the co-curricular and enrichment programmes, partly because so much of the fun and friendship 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 and partnership programmes at Alleyn's are also a big part of who we are and a critical part of the education we offer 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 with this application and in the future, whatever it might hold for you.

Warm wishes,



Mrs Jane Lunnon
The Head



Letter from the COO

Dear Applicant

Thank you for your interest in working at Alleyn's. You couldn't be applying at a more exciting time for our organisation. Alleyn's really is a special place, full of friendly, supportive and ambitious individuals.

Across the Alleyn's estate, including Alleyn's Junior School and Alleyn's Oakfield, our ambitions are growing. We are developing our estate, expanding our commercial partnerships and investing in major capital projects so that our school serves every member of our community. To make that happen, we are looking for an exceptional Deputy Chief Operating Officer to lead the day-to-day operations that keep everything running brilliantly.

This is a role with real breadth and genuine influence. You will lead talented teams across site operations, digital services and Alleyn's Oakfield; own our compliance across health and safety, premises and data protection; and take the operational lead on programmes close to our hearts, including "Putting the All in Alleyn's", our inclusivity programme, and "All Now", our sustainability programme. You will deputise for me with senior leaders and governors, and the impact of your work will be felt in every lesson, every day, by pupils, staff and families alike.

We are seeking someone who combines operational rigour with warmth and curiosity: a leader who sets high standards, builds accountable teams, stays calm under pressure and brings people with them. Experience in education would be welcome, but what matters most is your drive for excellence and your commitment to safeguarding and to our values.

In return, you will join a community that is ambitious, collaborative and kind, where good ideas are welcomed and people are supported to be "All They Can Be".

If this sounds like the challenge you have been looking for, I would love to hear from you.

Yours sincerely,



Guy Collins-Down
Chief Operating Officer, Alleyn's School



About The Role

The Deputy Chief Operating Officer (DCOO) will play a key role in leading the day-to-day operations across the Alleyn's School estate (including Alleyn's Oakfield and Alleyn's Junior School), which will allow the Chief Operating Officer (COO) to focus on strategy, the expansion of commercial partnerships and major capital projects. The DCOO will ensure that core operations stay excellent and inspection ready. The DCOO will own operational delivery and compliance; the COO will retain strategic leadership and ultimate accountability.

The primary purpose of the role is as follows:

- Deputise for the COO across the full operational portfolio, including at all appropriate leadership, executive and governor committees.
- Own delivery of statutory compliance: health and safety, premises, fire, and data protection (including acting as the school's Privacy Officer).
- Drive operational excellence: consistent processes, clear data and accountable department heads.
- Lead on allocated capital programmes around the development of the school estate and how it serves our whole community.

Main Responsibilities:

Leadership and Deputising

- Deputise for the COO, including at internal and relevant governor committees and with external stakeholders.
- Attend and contribute to the Operational Leadership Team.
- Line manage operational heads of department, setting objectives, running appraisals and building capability.
- Lead cross-department operational planning, performance reporting and continuous improvement.
- Model and promote the school's values, culture and commitment to safeguarding.

Health, Safety and Premises Compliance

- Act as the operational lead for health and safety, ensuring compliance with statutory duties and the Independent School Standards Regulations (ISSR) Part 5.
- Oversee the health and safety policy, risk assessment framework, fire safety, water, asbestos and statutory inspections.
- Ensure operational excellence across estates departments, leading the work of the Director of Site Operations and the Director of Operations (Alleyn's Oakfield) and their teams to deliver only the highest standards and to agreed standard operating procedures.
- Own incident and accident reporting (through the Head of Risk & Compliance - Built Environment), including RIDDOR, with trend analysis reported to the Senior Leadership Team (SLT) and governors.
- Chair and co-ordinate the Health and Safety Committee and the Alleyn's Response Committee.
- Attend the governors' Risk & Compliance Committee (RCC), including preparing the relevant input to this committee.

Regulatory Compliance and Inspection Readiness

- Maintain ISI inspection readiness for all operational standards, including a live compliance calendar and evidence base.
- Ensure that allocated policies are reviewed regularly, reflect school procedures and comply fully with the ISSR, Keeping Children Safe in Education (KCSIE), and guidance from the Health and Safety Executive (HSE), the Information Commissioner's Office (ICO) and other statutory bodies.



Estates, Facilities, Digital and Site Services

- Oversee the work of the operational services (led by the Director of Site Operations), which includes estates, maintenance, cleaning, security, gardens, grounds and site services, including planned and reactive maintenance.
- Offer critical oversight of the school's catering operations (overseen by the Director of Site Operations), including acting as a Deputy Designated Allergen Lead for the school.
- Oversee the delivery of digital services across the school (led by the Director of Digital Services), ensuring an "every lesson, every day" approach to service delivery.
- Work closely with the Director of Digital Services on the delivery of data protection matters as they relate to privacy assessments, the use of artificial intelligence and other such matters.
- Design, implement and evolve whole-school operating standards for all departments overseen by the office of the COO, holding employees accountable to those standards, ensuring they are sufficiently trained and supported to meet those standards.
- Lead the Director of Operations (Alleyn's Oakfield), ensuring operations at Alleyn's Oakfield are run efficiently and to the highest standards.
- Work closely with the Head of Events (managed by the Director of External Relations) to ensure clear operational protocols are fully established, embedded and adhered to, including liaising with other relevant colleagues, to ensure all events run smoothly and within the agreed operating and financial structures of the school.
- Assume strategic responsibility for catering and hospitality delivery, managed by the Director of Site Operations and their team. Ensure our catering offering is innovative and attractive for all the community, especially our pupils, whilst also being run efficiently, sustainably and being data driven.
- Work with the Co-Commercial Director to ensure operations effectively support our commercial enterprises, both through operational delivery of current programmes, but also facilitating growth where appropriate.
- Ensure external contractors comply with the Construction (Design and Management) Regulations (CDM) and other relevant requirements.
- Oversee neighbourly relations, chairing the half termly Neighbours' Advisory Group, ensuring neighbour complaints are followed up swiftly, alongside overseeing communication and consultation regarding upcoming school initiatives.

Strategic Programmes

- Take the operational lead on "Putting the All in Alleyn's", our inclusivity programme, which ensures our whole estate supports our entire community, leading on initiatives to support this, preparing business cases and managing implementation.
- Work with the Director of People on the delivery of the "All People" strategy as it relates to office and working environments, ensuring they support our employees to be "All They Can Be".
- Take operational lead on the "All Now" sustainability programme, working to ensure an active programme of strategic and operational interventions to improve the impact on our environment whilst also delivering demonstrable cost savings through energy efficiency.

Data Protection, Collection and Communication

- Act as the school's Privacy Officer, leading compliance with UK GDPR and the Data Protection Act 2018: policies and privacy notices, records of processing, Data Protection Impact Assessments (DPIAs), data sharing and processor agreements, breach management and ICO reporting, and staff training.
- Work closely with the Clerk to the Governors on compliant and timely responses to data subject access requests.
- Chair the Data Operational Group and ensure delivery of its objectives, as directed by the RCC, ensuring organisational oversight and management of data risk.



- Deliver a regular and reinforced programme of staff training at all levels to ensure full awareness and compliance of all matters relating to data.
- Manage the school's approach to consent, including overseeing its implementation.
- Actively horizon scan for changes in approach to data in this fast-evolving technological world, briefing key groups and ensuring actions are implemented as a result.
- Work closely with the Director of Digital Services on the school's cyber security preparedness as it relates directly to data security.
- Oversee the school's transition to cloud data storage, ensuring appropriate scoping and testing of assumptions and requirements from stakeholders.

Risk, Business Continuity and Governance

- Advise the COO on new risks and current mitigation processes to allow the COO to maintain the whole-school risk register and support its reporting to SLT and governors.
- Own assigned business continuity and critical incident plans, including testing and training.
- Manage the insurance programme and claims, working with brokers and the Commercial Projects Lead.
- Prepare high-quality papers for governors' committees, specifically the Capital Projects Delivery Sub-Committee (CPDSC) and RCC.

General

- Act within the school's Health and Safety Policy.
- In conjunction with all staff of the school, support, promote, and act within the school's policies and practices about data protection and the school's Safeguarding Policy.
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- Undertake other duties commensurate with the role, as reasonably required by the COO or Head.

Line Management

The DCOO reports to the COO.

The DCOO line manages:

- The Director of Site Operations
- The Director of Operations (Alleyn's Oakfield)
- The Director of Digital Services

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

Area	Essential	Desirable
Qualifications	Degree or equivalent professional experience; NEBOSH General Certificate or equivalent H&S qualification (or willingness to obtain within 12 months).	Relevant professional membership (e.g. IOSH, CIPD, IWFM, ISBL); data protection qualification (e.g. BCS Practitioner Certificate in Data Protection, CIPP/E); postgraduate or leadership qualification.
Experience	Significant senior operational leadership in a complex, multi-site or regulated organisation; line managing managers; delivering statutory compliance (health and safety, premises, fire); practical experience of running data protection compliance.	Senior operations role in an independent school or education setting; direct experience of ISI inspection; capital project delivery.
Knowledge	Health and safety law and risk management; safeguarding responsibilities of operational staff; UK GDPR and the Data Protection Act 2018.	ISSR, KCSIE and safer recruitment; CDM Regulations; food safety and allergen law; charity governance.
Skills	Excellent planning and prioritisation; clear written reporting for senior and governor audiences; confident with data, spreadsheets and dashboards.	Process redesign and systems implementation; procurement and contract negotiation; commercial acumen.
Leadership	Builds accountable, high-performing teams; calm and decisive in incidents; credible with teachers, operational staff and governors.	Leading change and digital adoption across an organisation.
Personal qualities	High integrity and discretion; resilience; collaborative; commitment to the school's values and to safeguarding and promoting pupils' welfare.	Interest in education innovation, including AI and new ventures.
Other	Willingness to be part of the out-of-hours on-call rota.	



Working at Alleyn's

Terms and Conditions

This is a full-time, year-round role, based on site at Alleyn's School in Dulwich, south London, and working predominantly Monday to Friday. Given the seniority and remit of the role, the successful candidate will be expected to work flexibly to ensure business continuity, including some evenings and weekends and participation in the on-call rota. They will also be required to work a full day on Founder's Day, the school's annual celebration, which falls on a Saturday in late June or early July.

The role includes 25 days' annual leave, plus bank holidays and the discretionary Christmas closure period.

The salary is £85,000 to £99,000 per annum, depending on skills and experience, paid in 12 monthly instalments. The post is permanent, subject to successful completion of a six-month probationary period.

The school provides 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 up to 25% fee remission pro rata to their FTE, 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. This plan may involve contributions being made via salary sacrifice based on 8% employer contributions.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or once their notice period has been served.

Commitment to Safeguarding

Alleyn's 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 Sunday 22 November 2026.

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 8613 5016.

Interviews and Appointment

The interview process will take place in three stages. The first stage will be held online on Friday 27 November, the second stage will take place in person at the school on Friday 4 December, and the third stage will also be held in person at the school on Friday 11 December. Interviews will be with relevant colleagues, including the Chief Operating Officer and the Chief Finance Officer, as well as the Head at the final stage. Shortlisted candidates will also have the opportunity to meet other members of staff, including their direct reports.

Safeguarding Checks

Alleyn's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education 2026, the successful candidate will be required to undergo safer recruitment checks appropriate to the post. These include an enhanced DBS check with a children's barred list check, a section 128 prohibition from management check, satisfactory references (which we may request before interview), confirmation of identity, qualifications and right to work in the UK, and online and social media checks.

Equal Opportunities

Alleyn's is an equal opportunities employer, and we welcome applications from everyone who meets the requirements of the role. We are particularly keen to hear from candidates from groups currently underrepresented at the school. We value the diversity our staff bring and the difference it makes to our community. If you need any adjustments during the recruitment process, please let us know and we will be happy to help.



ALLEYN'S

Alleyn'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: Alleyn's School, Townley Road, Dulwich, London, SE22 8SU