

ALLEYN'S

Appointment of

Receptionist

Part-time, term-time

Two days a week, Monday and Tuesday

From Monday 11 January 2027

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming a Receptionist 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





About the Role

The Receptionist will be the first point of contact for visitors to the school and the focal point for parent and pupil enquiries.

Main Responsibilities

- Operate the switchboard, redirecting calls to the appropriate departments and taking messages, many of which are time sensitive and important.
- Be responsible for communication with the Post Office, franking of all post and preparing it for collection each day.
- Ensure a smooth handover to the other Receptionists, making sure that they are kept fully informed of any current issues.
- Be responsible for liaison with outside coach firms and cab firms, booking transport for school events.
- Manage minibus bookings, issuing keys for the vehicles and liaising with the maintenance department.
- Manage the stationery room, including ordering for pupils and staff, teacher/pupil planners and exercise books, being mindful of keeping down costs wherever possible. Assist in supplying pupils with stationery during exam periods.
- Support school events and the Events team as requested.
- Manage Reception, keeping the area clean and tidy and welcoming parents and visitors each day.
- Carry out filing, receive deliveries, liaise with Premises Operatives and help with distribution of school magazines and flyers.
- Order the newspapers.
- Assist with the management of lost property. Contact pupils when items are found and provide information about unnamed items.
- Maintain, update and distribute the school telephone number list.
- Liaise with the Alleyn's Parents' Association (APA) and take responsibility for forms handed in relating to APA events.
- Manage the school "general" mobile telephones and troubleshoot the photocopier.
- Assist the pupils in using 'Uniware' cards. This will include printing cards, checking funds on cards and advising pupils accordingly. Occasionally it may be necessary to contact parents directly.
- Provide occasional secretarial support to teachers.
- Assist with archiving and storing historical records and files.
- Provide occasional cover for colleagues during periods of sickness absence or annual leave, as and when required.



General

- 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 policies and practices about data protection.
- 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 Safeguarding Policy.
- Undertake any additional duties, as directed by the Lead Receptionist, which are within the reasonable capability and responsibility of the Receptionist.

Line Management

The Receptionist will be line managed by the Lead Receptionist who oversees and supports this role. The role holder has free access to the Chief Finance Officer (CFO), who is ultimately responsible for operational staff.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

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

Skills, Abilities and Experience:

- The ability to communicate effectively and professionally with 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 be familiar 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.
- Ability 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.

Personal Attributes:

- Willingness to occasionally cover sickness or holiday absence as required.
- Be courteous, friendly and approachable with a strong commitment to providing exceptional customer service.
- An understanding of the importance of maintaining confidentiality and discretion when handling sensitive information and that the role holder's position may from time to time give them access to information which cannot be shared externally or internally.
- Awareness of activities taking place within the department and across the school.



Working at Alleyn's

Terms and Conditions

This is a part-time, term-time, permanent role, working two days a week. Term dates can be found on our website. The role holder will work on Mondays and Tuesdays from 12:00pm to 6:30pm, including a 30-minute break for lunch. The role holder will also need the flexibility to cover occasional sickness or holiday absence, during term time, and is expected to work a full day on Founder's Day, a Saturday in late June or early July, and on the Saturday Open Day.

The salary is £7,165 to £7,827 (0.23 FTE) depending on experience and qualifications, paid in 12 monthly instalments. This is based on a full-time equivalent (FTE) salary of £30,210 to £33,000 per annum. The appointment will be subject to 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, 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.

Subject to recruitment checks, the post will start on Monday 11 January 2027, or as soon as possible after the successful candidate's notice period has been served, whichever is the latter.

Commitment to Safeguarding

Alleyn's is 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 Tuesday 17 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

Interviews will be conducted at the school the week commencing Monday 23 November 2026. This will consist of interviews with the Chief Finance Officer and the Lead Receptionist. There will also be an opportunity to meet with other relevant staff.

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, 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