



**Alley'n's**

Appointment of

**Porter**

Full time, permanent

Information for Applicants

June 2022

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# Porter

## Full time, permanent

Alleyn's is one of the country's leading co-educational independent day schools, committed to developing excellence within an ethos of strong pastoral care and a vibrant co-curriculum. Our holistic approach aims to nurture every pupil, enabling them to develop their potential while making friendships and enjoying life to the full.

We believe that learning together in a supportive environment provides the best framework for boys and girls to excel at school, to discover new ideas, skills and enthusiasms and to prepare for university and the multi-gendered world of work and life in general. Links with local and overseas schools, universities and charities provide further opportunities to enrich that learning in different contexts and to make new and lasting friends.

Our community is warm, caring and inclusive and we are very proud of our pupils, who leave us with excellent exam results, places at some of the world's top universities and specialist centres of higher education, and with a sense of confidence, mutual respect and social responsibility.

We greatly value our committed and hard-working staff whose dedication makes possible the achievements of our pupils.



## *Our Values (the Alleyn's rock!)*

**R**espect

**O**ppportunity

**C**uriosity

**C**ourage

**K**indness

## *Mission statement*

Strengthened by our history and the power of community, we seek to inspire pupils of today to become shapers of tomorrow.

## *School Aims*

1. Promoting respect, wellbeing and diversity in a caring community where every individual can flourish;
  2. Developing curiosity, wonder, creativity and a love of learning;
  3. Inspiring ambition and intellectual rigour through excellent teaching and learning;
  4. Cultivating discovery and opportunity through an outstanding co-curriculum;
  5. Fostering awareness, leadership and connection through partnership and enterprise;
  6. Cherishing the wide Alleyn's family and honouring our historic commitment to Edward Alleyn's charitable foundation of God's gift.
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## *The School's Place in Dulwich*

Alleyn's is one of three independent Dulwich Senior Schools, the other two being Dulwich College, a boys' school, and James Allen's Girls' School (JAGS), each of which has its own linked junior school.

The schools of the Dulwich Foundation educate over 4,000 pupils drawn from a wide catchment area, extending from Wimbledon in the southwest to Bromley in the south and Blackheath in the southeast, with more and more pupils also coming from north of the Thames.

The schools jointly run a coach service, taking pupils to and from most parts of the catchment area.

Although entirely independent of one another, the three Dulwich Schools are part of the wider Dulwich Foundation, which includes the Dulwich Estate, the Chapel, an alms house and four schools outside Dulwich.

The Foundation dates back to 1619, with a bequest from Edward Alleyn, the actor-manager and contemporary of Shakespeare, who left his land in Dulwich and founded Alleyn's College of God's Gift in 1619 'for the education of twelve poor scholars'.

We moved to our own 30-acre site on Townley Road in 1887 and, in 1976, were one of the first independent schools to go fully co-educational.

Alleyn's is committed to sharing its facilities with the local community and has established a standing committee to oversee the use of its premises for the community as a whole.

## *Co-educational Community*

Girls and boys at Alleyn's genuinely enjoy learning together and this is a very happy school.

Our pupils are encouraged to appreciate each other's achievements and contributions and it is wonderful to see them grow in confidence as our co-ed community offers them a wonderful variety of ways to develop skills and cement lifelong friendships.

The Junior School is a member of IAPS, with pupils aged from 4 to 11.

The Senior School is an HMC school with pupils aged from 11 to 18.

There are just over 1,080 pupils in the Senior School, of whom around 30% are in the Upper School (Sixth Form).

Our main intake to the Senior School is at 11+ and there are further new places at 16+.

We have six year 7 classes of around 26 children, with smaller classes common at GCSE.

Upper School teaching sets are not larger than 14 and are usually sized 8-12.



## *Inclusive Community*

We are dedicated to achieving educational excellence through inclusion, and a wide range of means-tested bursaries and scholarships supports this goal.

They allow us to offer places to those pupils most able to benefit from an Alleyn's education, irrespective of financial means.

At the moment, we provide means-tested bursary assistance to just over 10% of our pupils.

This means that one in ten of our pupils are able to attend Alleyn's who would otherwise not be able to.

Our aim is to double this in the coming years.

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## Exam Results

We have a proud record of outstanding exam results, regularly ranked in the top 20 independent schools.

In the 4 years before the last two atypical years (2020/21), on average 35% of grades at A Level have been A\*, 73% have been A\* or A and 91% have been A\*, A or B. The majority of our students progress to their first-choice courses at UK and overseas universities and specialist centres of learning.

At GCSE, 70% of grades awarded have been either A\* or 9/8, 90% of grades either A\*/A or 9, 8 or 7, and 98% A\*-B or 9-6.

The vast majority of pupils join the Sixth Form at Alleyn's and study A levels here.

## Curriculum

There is a common curriculum in Year 7. Subjects taught include Art, Biology, Chemistry, Computing, Design Technology, Food and Nutrition, Dance, Drama, English, Geography, History, Latin, Maths, Music, PE & Games, Physics, Religious Studies, our own Discovering Languages course and our Alleyn's Learners' Programme (ALP).

These subjects continue in Year 8 where there is some setting in Maths and pupils continue with two modern languages chosen from Spanish, French and German.

There is a wide choice of subject options in Years 10 and 11. The current GCSE curriculum includes English Language, English Literature, Mathematics, a Modern Foreign Language and the three Sciences (the vast majority do the Triple Award) alongside a wide choice of options available to all students.

The Sixth Form options system offers immense choice and flexibility. All pupils currently take 3 or 4 subjects in Year 12 in addition to PSCE and Enrichment and the EPQ is also available as a Sixth Form option.

Every teacher is issued with a Surface Pro device to support them in all aspects of Teaching and Learning and all pupils in the Senior School bring devices with them to support their learning in the classroom.

## Academic Enrichment

We are committed to academic enrichment, both inside and outside the classroom, providing opportunities for pupils to learn new things, extend their horizons and develop a lifelong love of learning and a keen appreciation of the life of the mind.

To this end, we have developed a bespoke integrated course, the Alleyn's Learners' Programme, increased the number and quality of visiting speakers coming into school and created new opportunities for pupils to develop their ideas in extended project work. Amongst other things, this course uses a climate lens to help our pupils develop meta-cognitive awareness and skills.

We will continue to extend this work over the coming years, providing intellectual stretch, challenge and enrichment for the entire Alleyn's community, without compromising our trademark co-educational warmth, co-curricular balance and happiness.





## Co-curriculum

The Allyn's co-curricular programme is one of the jewels in our crown. We offer a wide range of co-curricular activities to complement the academic curriculum and provide pupils with experiences and opportunities beyond the formal classroom. These are an integral and essential part of an all-round holistic education where we recognise that individuals flourish in a supportive environment in which all their abilities and talents are acknowledged and encouraged. All members of the teaching staff are expected to play a full part in both the enrichment activities within their own department and the school co-curriculum more broadly.

In Year 10, the vast majority of pupils join the CCF, Duke of Edinburgh's Award Scheme or the Volunteering programme and there is a great number of clubs, societies and other activities available to all year groups.

The Sport Department offers opportunities at all levels. The PE/Games curriculum throughout the School is varied, encompassing a wide variety of team games and individual sports. School teams run in a large number of sports, and practices for every sport are open to all pupils. Over the course of a year, well over three-quarters of the pupils in the School will have taken part in some competitive sport.

Pupils also engage with and really benefit from our many Outreach opportunities. We enjoy close relationships with a number of local schools and community groups including sharing facilities with them. In addition to these areas of our partnership work we work closely with Southwark Community Education Council, Southwark Schools' Learning Partnership, multiple charities, local and global partnerships, the Alms House (as part of The Foundation) and London Academy of Excellence Tottenham.

In Music there are over thirty performing groups including orchestras, choirs, wind bands, a jazz band and numerous chamber groups.

In Drama there are usually three main productions each year, with additional pupil-led Bearpit productions. In Dance there are several different groups rehearsing weekly, and an annual Dance Show takes place in the school theatre.

All teaching staff are expected to involve themselves actively in our co-curricular programme, and much of the vibrancy, warmth and fun in our school comes from that.



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## *Pastoral System*

Pupils have the same Tutor for their time in the Lower School (Years 7 and 8) under the care of the Head of Lower School.

In Year 9, pupils move to the Middle School where they join one of eight Houses. The eight Heads of House are responsible for pastoral welfare from Years 9 to 13 in conjunction with the two Assistant Heads responsible for these years; Head of Middle School (Years 9, 10 and 11) and Head of Upper School (Years 12 and 13).

Our weekly PSCH period affords a regular space within the curriculum for every pupil to develop the essential personal, social, health and critical-thinking skills they need to successfully and safely navigate their worlds.

Each House supports a charity, and team games, music, debating and other inter-house competitions are also organised through the house system.

The School has its own Chaplain and Assistant Chaplain and a dedicated team of nurses. There are also qualified counsellors available to pupils. In addition, all staff have access to our Health Assured (Employee Assistance Programme) and everyone in the community benefits from our school 'Teen Tips' registration.

## *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.

## *Facilities*

The School has approximately 30 acres of grounds with extensive playing fields.

There is a high-quality floodlit, sand-dressed astroturf, a new multi-use games area, a sports hall, floodlit all-weather netball courts, a cinder running track, strength and conditioning studios and a 25m, 6-lane pool with a viewing gallery and Olympic touch-timing system.

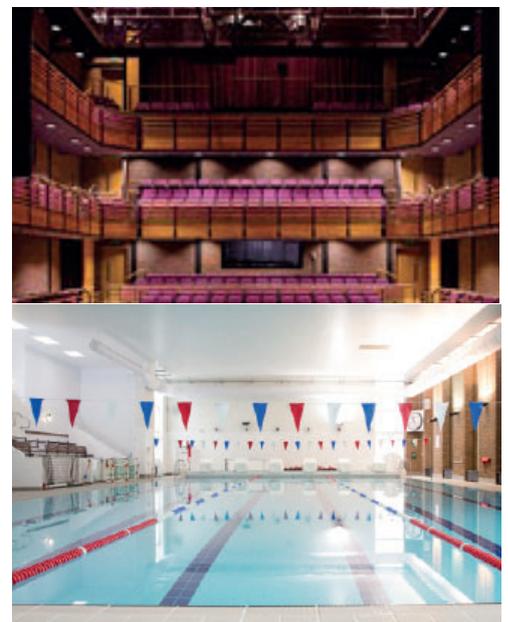
The Edward Alleyn Building provides a theatre and additional facilities for teaching, pastoral care and the performing arts.

In recent years, we have seen a new wing added to the Science building and opened our brand-new Lower School which comprises 12 state-of-the-art classrooms as well as seminar rooms, a flexi-space and large atrium space.

We are currently moving into the final phase of a major re-development of our Junior School and an ongoing major capital programme includes future plans for additional facilities in the library, dining area and sixth form centre. We are currently engaged in a full masterplanning programme.

The library is very well stocked and well used and individual departments are all extremely well resourced. High speed WiFi is provided across the site and most classrooms are equipped with CleverTouch screens.

We operate a 'bring your own device' (BOYD) scheme for all pupils, however during the school day we do have a 'no mobile phone' policy in place for pupils below sixth form.



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## *The Responsibilities of the Porter*

The aim of the Porter's work is to ensure that equipment is appropriately moved around the School site to ensure the smooth day to day running of the School.

### *Post Outline*

In particular the role-holder will:

- Lay out chairs and tables for assemblies and other gatherings.
  - Assist in the set-up for internal and external events.
  - Carry out general cleaning and maintenance duties, especially during holiday periods.
  - Give support to catering staff in moving and collecting refreshments.
  - Sort and distribute post and parcels coming into the School.
  - Deliver internal post.
  - Ensure School Equipment is stored safely and securely.
  - Set up rooms/halls for exams.
  - Keep the school site – pathways, play areas and grounds - in good order, clean and free of litter and debris.
  - Carry out basic maintenance duties which are within the role holder's capabilities, such as painting, changing light bulbs, general repairs etc.
  - Carry out other general duties as instructed by the Head Porter or Estates Bursar; this may include assisting other members of the Estates, Maintenance or Security teams or other School colleagues.
  - Be aware of 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 Head Porter or the Estates Bursar, which are within the reasonable capability and responsibility of the Porter.



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## *Line Management*

The Porter is managed by the Head Porter and the Estates Bursar and the role holder will also have free access to the Chief Operations Officer, who is ultimately responsible for Support Staff.

## *Person Specification*

The successful candidate will be a highly motivated and enthusiastic professional with a positive and willing attitude and the ability to work well with colleagues. A consideration for pupils and teaching staff is a requirement of the position.

**The successful candidate must hold a full clean driving licence.**

Candidates will have the ability to work flexibly, efficiently and to deadlines. Inevitably certain times of the academic year are pressured in the pattern of workload and it is important that the post holder maintains a positive attitude. The post holder will be courteous, friendly and approachable, actively encouraging and supporting staff and colleagues. An eye for detail is essential.

## *Working at Alleyn's - Terms and Conditions*

The job is available on a full time basis with twenty days holiday per year rising to twenty-five after five years of employment, plus public holidays. The normal working day runs from 8am – 5pm. However, the role holder will be expected to carry out earlier/later or weekend shifts to meet the needs of the School and is expected to carry out reasonable paid overtime. The successful applicant will be expected to work on Founder's Day, one Saturday per year in late June or early July, Open Days, the Holly Fair, and Exam/Assessment Days (where these fall outside of normal working hours and are paid as overtime).

The starting salary will be in the range of £24,000 per annum and will be paid over twelve monthly instalments.

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. This plan provides for matching 5% contributions from the employer and employee and is currently run through Scottish Widows.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a 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.

The post is permanent following 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.

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## Arrangements for the Appointment

### Applications

The application form can be downloaded from our website, [www.alleyns.org.uk/jobs](http://www.alleyns.org.uk/jobs). Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Chief Financial Officer, Claire Morgan, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to [hradmin@alleyns.org.uk](mailto:hradmin@alleyns.org.uk).

Alternatively, they can be posted to HR Department, Alleyn's School, Townley Road, London SE22 8SU.

**The deadline for applications is midday on Monday 27 June 2022.**

If you have any questions you are very welcome to contact the HR Administrator by email at [hradmin@alleyns.org.uk](mailto:hradmin@alleyns.org.uk) or by phone on 020 8613 5016.

### Interviews and Appointment

Interviews will be conducted at the School. This will consist of an interview with relevant colleagues including the Estates Bursar. 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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*"I am really happy here  
at Alleyns. I love everything  
about it: the co-curricular,  
the academic, the creative,  
the sports but most of all,  
the people. I have found  
that everyone is so kind and  
happy to be at school and to  
be learning"*  
*a current Alleyns pupil*





[www.alleyns.org.uk](http://www.alleyns.org.uk)



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